

**SCHOOL OF DISTANCE EDUCATION**  
(Recognised by Distance Education Bureau - UGC, New Delhi)  
**ANDHRA UNIVERSITY**



**2-year- B.Ed. Programme (Distance Mode)**  
(Recognized by NCTE and DEB –New Delhi)

**PROSPECTUS**

**ANDHRA UNIVERSITY**  
**VISAKHAPATNAM, ANDHRA PRADESH**  
[www.andhrauniversity.edu.in/sde.html](http://www.andhrauniversity.edu.in/sde.html)

Price : ₹ 40/-

August, 2018

Course Coordinator  
**Smt. P. Vijaya Ratnam**

Asst. Course Coordinator  
**Dr. M.V. Mani Varma**

## **PREFACE**

Greetings from the School of Distance Education to learner friends.

This prospectus covers all important points pertaining to admission into B.Ed. Programme. You are advised to go through this prospectus carefully and return the Application form for Admission duly filled-in within the prescribed date.

The demand for B.Ed Programme in higher education has grown enormously in the recent period. To meet this demand, the School of Distance Education, decided to restart the Programme, so as to enhance diverse teaching skills required in the educational sector. The result is the introduction of B.Ed. Programme with increased emphasis on specialized teaching. We are sure that after going through B.Ed. Programme in specific teaching area you will be able to realize your dream job in the educational institutions.

The School will extend all the possible co-operation and guidance to the students in all academic matters.

Visakhapatnam

**Prof. B. MOHINI**  
DIRECTOR

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## CHAPTER – I

### SCHOOL OF DISTANCE EDUCATION - A BRIEF PROFILE

The School of Distance Education, formerly School of Correspondence Courses of Andhra University was established on 1st July, 1972 with the objective of increasing the access of higher education to disadvantaged sections of the society. Initially B.A. and B.Com., courses were offered with the assistance of UGC. Liberalized admission into B.A. / B.Com. Courses under open system were introduced in 1976. After that in addition to the B.Sc. (MPC) Course was introduced with +2 Levels.

At present the School offers M.A. in Economics, English, Public Administration, Hindi, Telugu, History, Politics, Sociology, Philosophy, Psychology, Mathematics, M.Com and M.Sc. in Botany, Zoology, Physics and Organic Chemistry. Besides that the professional courses like MCA, MHRM, MBA (Executive) and MBA in Hospital Administration/Marketing/ Finance/HRM, and MJMC, L.LM, M.Ed. B.Com (CSM) in collaboration with HSBC, B.Sc (MPC) programme MOU with Dr.Reddy's Lab. And also offers P.G. Diplomas in Personnel Management & Industrial Relations, Voluntary Welfare Organization /Management of Voluntary Organization, Travel & Tourism Management, Co-operation and Rural Studies and Translation, Environmental Studies, Functional English, and Computer Programming and Applications .

The School of Distance Education is run by skilled teachers and educational administrators who always strive to reach high academic standards. A student who is enrolled into this School is awarded the same degree as in the case of regular students of this University. The core academic staff of the School will carry on the academic activities with the help of the well experienced teachers in their respective fields, who are working in this University as well as in other Universities.

Print material is the main stay of instruction supplemented by Annual Personal Contact programme classes at various centers to facilitate face to face interaction between the teachers and students. The School invites well experienced teachers to participate in these Personal Contact Programmes besides our academic staff. During these programmes the teachers will give an extensive review of the subjects and clarify the doubts of the students.

In addition to the School provides: Library ,Computer Lab with Internet, Class rooms with full infrastructure, No. of study centers, Dormitory for male and female, Bank and Canteen facilities for students convenient.

## STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

	Phone No.	
<b>DIRECTOR :</b>	<b>STD Code 0891</b>	
<b>Prof. B. Mohini</b> M.A., Ph.D.	(2844277)	Hindi
<b>PROFESSORS :</b>		
01. Prof. P. Hrushikesava Rao, M.Com., Ph.D.	(2844167)	Commerce
02. Prof. G.S.V. Prasada Raju, M.Tech., Ph.D.	(2844995)	Computer Science
03. Prof. P. Hari Prakash, M.A., Ph.D.	(2844993)	Economics
04. Dr. J. Ramu Naidu, M.A., M.Ed., Ph.D., P.G.D.E.S.	(2844992)	Economics
<b>ASSISTANT PROFESSOR :</b>		
05. Mrs. P. Vijaya Ratnam, M.A., M.A., (Ed)	(2844161)	Education
<b>ASSISTANT PROFESSORS (Contract) :</b>		
06. Dr. G.Sri Ram, M.C.A., M.Tech., Ph.D.		Computer Science
07. Dr. N. Komali Salomi, M.A., Ph.D., D.F.		Social Work
08. Dr. B. Radhika, M.A. Edn., M.A.(Eng); M.A. (Phi). M.Phil., Ph.D.		Education
09. Dr. K. Jayaram, M.Sc., M.Sc., M.Ed., M.Phil; Ph.D.		Education
10. Dr. M. Sudarshana Rao, M.Sc., M.A.Edn., M.A. (Telugu) M.Phil; Ph.D.		Education
11. Dr. M.V. Mani Varma, M.Sc., M.B.A., M.Ed., Ph.D., P.D.F. (Edn.)		Education
12. Dr. K. Krishna Dorababu, M.Sc., Ph.D., P.G.D.E.S.		Geography
13. Dr. M.Manisekhar MBA, MHRM, M.Phil, Ph.D.		HRM
14. Dr. UVN Das, MBBS	Consultant MBA (Hospital Administration)	

**OFFICERS :**

- |                                    |                     |
|------------------------------------|---------------------|
| 01. Sri T. Chitti Babu, M.A. (Edn) | Joint Registrar     |
| 02. Sri M. Hema Naik               | Deputy Registrar    |
| 03. Sri K. Appa Rao                | Assistant Registrar |

**SUPERINTENDENTS :**

- |                                 |                          |
|---------------------------------|--------------------------|
| 01. Sri M. Srinivasa Rao, M.A.  | Examinations-I           |
| 02. Sri B. Bodanna, M.A.        | Examinations - II        |
| 03. Sri P. Appala Naidu, M.A.   | Examinations-III         |
| 04. Smt. K. Kumari, M.A., B.Ed. | Accounts & Establishment |

**LIBRARY :**

- |                                    |               |
|------------------------------------|---------------|
| 01. Sri M.Subhani, M.A., M.L.I.SC. | Library Asst. |
|------------------------------------|---------------|

**Contact Phone Numbers**

- |                                |  |
|--------------------------------|--|
| 01. Learner Interfac           | 9848199155 / 7702257821                              |
| 02. Enquiry                    | 0891 - 2844143 / 2754966                             |
| 03. B.Ed. Admissions           | 0891-2844164 / 7702257811                            |
| 04. B.Ed. Examinations         | 0891 - 2844164 / 9963474712                          |
| 05. Course Material Section    | 0891-2844145 / 9963474711                            |
| 06. Learner Counselling Centre | 0891-2844146 / 9963474711<br>9963474712 / 9963474714 |

Website : [www.andhrauniversity.edu.in/sde.html](http://www.andhrauniversity.edu.in/sde.html) (for updates)

**CHAPTER – II**  
**ADMISSION PROCEDURE OF THE**  
**2-YEAR B.Ed. PROGRAMME**

**A. Eligibility Criteria :**

The following Criteria are eligible for 2 year-B.Ed (DM) Programme:

- 1) Trained in-service women teachers in Elementary Education with a minimum of 50% of marks in UG or in PG Degree.
- 2) Trained In-service teachers with Graduation, working in recognized Schools or in educational sectors. Reservation and relaxation in marks for SC/ST/OBC and other categories as per Government of Andhra Pradesh Rules.
- 3) The Candidate must also be a trained in-service candidate and working in Government Recognized Schools or working in Educational Sector as primary, upper-primary teachers with SGT/PRT/TTC/D.Ed./ D.El.Ed./ D.P.Ed./ Pre-primary / Montessori / Fine Arts / any course in Education approved by University / NCTE.
- 4) The candidate must have a bonafide experience of at least two years after acquiring Graduation as on 30.06.2016.
- 5) Women category will have 33.33% reservation. However, this rule of reservation shall not be applicable, if women candidates selected on merit in each category form 33.33% or more of the seats therein. In the absence of eligible women candidates in the categories of SC, ST, BC (A,B,C,D,E) groups, CAP, NCC, PWD and Sports, those seats will be filled in with men candidates of the same category (G.O.Ms. No.184, dt. 20.08.1993).
- 6) The candidate should be a rank holder in the 'Entrance Test' to be conducted by the School of Distance Education for admission into B.Ed. Programme.

**B. Jurisdiction :**

Admission is restricted to in-service teacher candidates and academic administrators/lecturers, who are working with a bonafide minimum teaching experience/Administrative experience of two years in the Government / Government recognized Primary / Secondary / Higher Secondary Schools / Colleges / Educational organizations as on the date specified in admission notification.

**C. Admission Procedure :**

Admission shall be made by selection duly following the rules of reservation in case of SC / ST /BC candidates and women candidates.



- 1) Admission shall be made on the basis of Entrance Examination conducted by School of Distance Education, Andhra University, Visakhapatnam, as well as service put up by the candidate.
- 2) Weightage shall be given for the Entrance Test (75%) and seniority of service (25%) calculated as one mark for every year of service. Minimum Two years of service is mandatory.
- 3) Centralized admissions shall be made by the School of Distance Education, Andhra University at their campus. Candidates must be prepared to attend admission counseling at their own expenses. Mere receipt of call letter for admission does not automatically entitle the candidate for admission.
- 4) The decision of the University is final in all the matters of admissions.

***D. Submission of Original Certificates :***

Admission application should be accompanied with original certificates as well as attested copies of the following certificates at the time of admission:

- a) School of Distance Education B.Ed Entrance-Test, Hall-Ticket & Rank Card
- b) Date of birth extract from SSC / ICSE / CBSE / Matriculation certificates.
- c) Marks Memos, Provisional/O.D Certificates of UG degree & Professional Certificates.
- d) Service certificate and 'No Objection Certificate' countersigned by MEO/DEO.
- e) Migration Certificate
- f) Four recent pass-port size photos.
- g) Supporting evidence certificates for claims of reservation under SC, ST, BC, PWD, NCC, Sports, Children of Armed Personnel (CAP) category and Minorities.

The University reserves the right to deny entry into SDE ENTRANCE TEST, if the University finds the antecedents of the candidate are bad subsequent to the appearance of SDE ENTRANCE TEST, his/her rank can be cancelled and the candidate can be denied admission into B.Ed. programme under SDE ENTRANCE TEST or admission can be cancelled even after admission is given. If any discrepancies are found in the documents submitted by the candidates are liable for prosecution.

All the admissions are purely provisional and the university concerned reserves the right to cancel the admission at any stage.

## CHAPTER – III

### ABOUT 2-year-B.Ed. PROGRAMME

The B.Ed. Programme is a two-year programme offered through Distance Learning system. It is an innovative programme, utilizing self-learning materials (SLMs) and contact programme components. To impart instruction effectively the programme follows the multimedia approach, viz., print materials, assignments, individual and group activities, etc.

The purpose of B.Ed programme is to prepare quality teachers and educational administrators with a global as well as a national vision for education in the modern concept of the 21<sup>st</sup> century. Further, it seeks to prepare educational experts capable of scientific method of enquiry and to develop a multi-dimensional personality which can find solutions to problems relating to the educational sector.

The main aim of the B.Ed. Programme through Distance Mode is to facilitate the in-service teachers and Educational Administrators to enhance their educational qualifications and professional development without disturb their jobs. It is a professional programme and therefore, it focuses on comprehensive and integrated professional development of teachers and other personnel engaged in educational management and administration.

#### ***Objectives of the Programme:***

1. The main objective of the programme is to develop competencies and skills among the in-service teachers, so that they share the responsibility with confidence and also to prepare teachers for diverse situations by using the modern methodology with a focus on ICT.

2. The programme aims at preparing a talented teachers and other in service personnel who are specialized in different areas of education with necessary knowledge, understanding, skills, attitude and values, which can make them truly professional.

**Duration of the Programme:** The duration of the course shall be two academic sessions covering into Two spells of Personal Contact Programme classes in two summers.

- 1) Minimum period to complete the programme : 2 years (two summers)
- 2) Maximum period to complete the programme : 5 years

### **Curriculum:**

University will follow the revised State-Wide Common Curriculum of 2015 for 2 years B.Ed Program as per the revised norms of NCTE for B.Ed (ODL) Program. And it is also approved by Board of Studies in Education (UG), Andhra University, Visakhapatnam.

The following **combinations of school subjects** are offered under Methodology Subjects - (School Subjects):

1. Mathematics & Physical Sciences
2. Mathematics & English
3. Mathematics & Telugu
4. Physical Sciences & English
5. Physical Sciences & Telugu
6. Biological Sciences & English
7. Biological Sciences & Telugu
8. Social Studies & English
9. Social Studies & Telugu

**Medium of instruction : ENGLISH**

**Number. of Seats : 500**

### **Tuition Fee:**

The total fee for the entire B.Ed. programme is ₹ 35,000/- excluding examination fee, which is payable in two installments. The first installment of Tuition fee is ₹ 20,000/- has to be paid at the time of admission. The payment of remaining fee of ₹ 15,000/- is payable at the commencement of II year Academic Session to be notified by the school.

### **Personal Contact Programmes:**

Each theory paper shall have 30 hours of instruction. Classes shall be arranged for 6 hours for each day for 25 days. In the first year, there shall be consisting of 150 instructional hours and in the second year, there shall be Personal Contact Programmes consisting of 150 instructional hours for both theory papers and for Practicum preparation. In total, 300 instructional hours are provided for the entire programme. **Two Personal Contact Programmes each of 25 days duration will be held during the summer holidays. Attendance at the Contact Programmes is**

**Compulsory. If the candidate does not attend the PCP classes he/she will not be permitted to appear for the university examination.**

- a). The University reserves the right to either to increase or to decrease the number of seats at any program centre.
- b). The University reserves the right to add, delete or merge centers, if needed, and also to shift students from one centre to other without notice.
- c). First spell of personal contact programme of 25 days duration, will be organized in allocated study centers.
- d). Candidates have to make their own arrangements for their stay during the programme.
- e). The candidates will be informed about the centre and dates of P.C.P Classes after admission.

***Study Material :***

Study material in English will be supplied to the candidates at the time of admission/during the course periodically.

***Method of Instruction :***

The method of instruction shall be based mainly on printed text book / course material prepared by subject experts in the field of education. The material shall be supplemented by Personal Counseling and Contact Programme Classes. In addition to the material supplied by the University, standard textbooks and reference books available in the SDE Library, Dr. V.S. Krishna Library in the University Campus and also at select study centers can be made use of.

***Study Centres :***

Selected study centers of School of Distance Education and the Colleges of Education in other places, depending upon the enrollment of candidates and as decided by the Vice-Chancellor shall be made use of for arranging counseling and contact programmes and for providing library facilities. Apart from A.U. SDE Campus, Visakhapatnam, the Counseling and Contact Programmes will be organized in selected study centres.

The following Study Centres are identified for 2 year B.Ed. Programme:

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**Sl. No. Name of the Study Centre's**

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- 1 School of Distance Education, Andhra University, Visakhapatnam as Nodal Centre
  - 2 IASE, Andhra University, Visakhapatnam
  - 3 MR College of Education, Vizianagaram
  - 4 Aditya College of Education, Kakinada
  - 5 Govt. Institute of Advanced Studies in Education, Rajahmundry
  - 6 DNR College of Education, Bhimavaram
  - 7 A L College of Education, Guntur
  - 8 Gurajada College of Education , Srikakulam
  - 9 DSN College of Education, Anakapalli
- 

***Counseling and Contact Programmes:***

Intensive counseling and contact Programmes will be organized at study centers for 25 days in summer vacation. The counseling and contact programmes will be organized by utilizing the services of teachers within and outside the campus and also of experts in the field of education from other Universities or Colleges.

## Chapter IV

### SYLLABUS AND SCHEME OF THE. 2-YEAR B.ED. PROGRAMME

#### Syllabus for First Year Programme

Part A	Title of the Course	Theory (External)	Theory/ Practicum (Internal)	Total Marks
I	Philosophical Foundations of Education	80	20	100
II	Perspectives in Child Development	80	20	100
III	ICT for enriching Teaching and Learning	80	20	100
IV	Pedagogy of Mathematics/ Social Sciences/ Biological Sciences .(Pg1)*	40	10	50
V	Pedagogy Physical Sciences/ English/ Telugu/ Urdu . (Pg2)**	40	10	50
VI	Sociological Foundations of Education	80	20	100
VII	Learning and Teaching	80	20	100
VIII	Classroom Management, Leadership and Action Research	40	10	50
IX	Art Education	40	10	50
Part-B	Practicum (Activities/ Projects/ Records)		100	100
	Practicum (Activities/ Projects/ Records) Completion of school & community activities	-	125	125
	specified in courses of I & II semesters Micro teaching –five lessons in each pedagogy to develop micro skills of teaching among student teachers in a simulated situation .	-	Pg1 - 25 Pg2- 25	50
	School &Community Experience of 4 weeks		Pg1 - 25	
	1.Observation of 5 lessons in each pedagogy taught regular school teachers	-	Pg2 - 25	50
	2.Report on School Activities & Report on Achievement & Attendance	-	25	25
	Total Marks			1050

Pg1\* = Pedagogy 1

Pg2\*\* = Pedagogy 2

## **Syllabus for Second Year Programme**

Part A	Title of the Course	Theory (External)	Theory/ Practicum (Internal)	Total Marks
X	Pedagogy of Mathematics/ Social Sciences/Biological Sciences .(Pg1)*	40	10	50
X I	Pedagogy Physical Sciences / English/ Telugu/ Urdu .(Pg2)**	40	10	50
X II	Learning Assessment	40	10	50
X III	Understanding the Self	40	10	50
X IV	Contemporary India and Education	40	10	50
X V	Gender, School and Society	40	10	50
X VI	Inclusive Education	40	10	50
X VII	Environmental Education	40	10	50
<b>Part-B</b>	Practicum (Activities/ Projects/ Records)		100	100
	Practicum (Activities/ Projects/ Records) School Internship-8 weeks. Practice teaching of 20 Lessons for 6 <sup>th</sup> & 7 <sup>th</sup> classes in each pedagogy subject	-	100 Pg1 - 100 Pg2 - 100	200
	Observation of five lessons by peer group in each pedagogy subject	-	Pg1 - 25 Pg2 - 25	50
	School Internship-8 weeks. Practice teaching of 20 Lessons for 8 <sup>th</sup> & 9 <sup>th</sup> classes in each pedagogy subject	-	Pg1 - 100 Pg2 - 100	200
	Practical Examination (Teaching) in Pg1&Pg2		Pg1 - 50 Pg2 - 50	100
	Total Marks			1150

Pg1\* = Pedagogy 1

Pg2\*\* = Pedagogy 2

### **Scheme of Valuation:**

- a) Scheme of valuation shall be as recommended by the Board of Studies duly Approved by the academic senate. There shall be an internal assessment in the form of assignment for each subject / paper for 20 marks and year end examination for 80 marks. There shall be no revaluation provision for internal assessment.

- b) Year end-Examinations for the first year Nine papers shall be held after the completion of the Academic Session i.e., in July/August tentatively. Eight papers shall be held after the completion of the second year Academic Session. i.e., in July/August tentatively.
- c) The medium of instruction for B.Ed. programme is ENGLISH only. However the students are permitted to write examinations in Telugu medium also.

***Marks Qualifying for a Pass and Class:***

A candidate shall be declared to have passed B.Ed. examination if he/she obtained 40% in each theory paper (Assignment 8 Marks and Year-end examination 32 marks) in courses which carries 100 marks. In 16 marks (out of 40) in courses which carries 50 marks. However, there is no minimum mark for internal assessment (Practicum).

The names of the successful candidates at the examination shall be arranged in the order in which they are registered for the examination as follows on the basis of total marks obtained by each candidate in all the TWO years examinations put together.

Successful candidates shall be placed in **three** classes on the basis of the aggregate marks secured by them in 17 subject papers irrespective of the number of appearances taken by the candidate to complete the B.Ed. Degree examination.

***First Class with Distinction: 70% and above***

First Class : 60% and above and less than 70%

Second Class : 50% and above and less than 60%

Third Class : 40% and above and less than 50%

***Provision for Improvement:***

Provision for Improvement is allowed within a period of **Two years** from the year of passing the respective examination. Hence the candidates are eligible to take whole examination either I year or II year in B.Ed. programme.

Further, paper-wise improvement is also allowed by restricting to only one chance immediately after passing the respective examination. An amount of ₹1,000/- is to be paid towards improvement fee per year besides the usual examination fee.



### **Examination Centre :**

All the B.Ed. study Centres of School of Distance Education, Andhra University are the Examination Centres.

### **Examination Application :**

All the candidates are required to submit their Examination Application forms in the prescribed proforma within the due date as notified in the academic calendar. Even if the student is not appearing for theory examinations, but they submit the assignments in a particular year, they have to submit the examination application.

### **Guidelines for Answering Assignments :**

1. Assignments constitute the continuous evaluation which carries 20 marks in each subject. The candidates should answer compulsorily the assignments and it will be counted for the purpose of final result.
2. The main purpose of assignment is to test the student's comprehension of the course material sent to him and also in helping him in getting through the courses. The information given in the printed course material should be sufficient for answering the assignments. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to the SDE, A.U. before the due date.
3. At the time of answering Assignments he/she has to study thoroughly the units of the lessons on which assignments are based. The answer should cover all the main points of the question.
4. The responses should be in candidate's own hand writing. Print or typed answers will not be accepted. If pass marks are not obtained in any assignment, it should be resubmitted.
5. Backlog candidates shall have to answer the current year assignment question papers and submit the same.
- 6.. Each assignment is to be answered and submitted separately in a booklet form using A4 size papers providing clear cut margins and sufficient space in between each Answer. Spiral binding books are not accepted.
7. The top of the first page of each assignment should consist of the following information:
  1. Code No. \_\_\_\_\_
  2. Academic Year: \_\_\_\_\_
  3. Study Centre: \_\_\_\_\_
  4. Title of the paper: \_\_\_\_\_

## Chapter - V

### GENERAL INSTRUCTIONS

1. Transfer Certificate and Migration Certificate need not be submitted at the time of admission.
2. Candidates who passed the higher examination should not apply for lower examination.
3. Candidates after graduating from the School of Distance Education are eligible for higher studies as in the case of regular students.
4. After enrolment, every student will be allotted a code number, which he/she should invariably mention in all his/her correspondence with the School. Full Code Number including the period of study should be quoted in all the correspondence. Correspondence without code number will not receive attention.
5. The student will be admitted into the School on the assumption that the entries in the Admission Application are correct and the student has to fulfill all the requirements as mentioned in the application. The Original certificates of the students submitted along with the admission Application form will be returned to the students by the Registered Post as soon as the admission formalities are over. However such of the original certificates which are required for the record of the school will be retained and they will not be returned.
6. The first of July is treated as the day of commencement of the academic year. The candidates are required to abide by the rules and regulations that are in force and those that will come into effect from time to time as formulated by the school and/ or by the University.
7. **Postal Address:** All correspondence pertaining to the School of Distance Education must be addressed :

To

The Director,  
School of Distance Education,  
Andhra University,  
Visakhapatnam - 530 003,  
Andhra Pradesh.

#### **8. Mailing of Communications:**

All communications and reading material will be mailed to the students by Express Parcel post to the address of the students as per the records of the school. The students are advised to make necessary arrangements

in their respective delivery post offices at their end to get the delivery of different communications, reading materials from the school properly without delay. It is not possible for the school to own any responsibility for any postal mishap. However necessary arrangements may be made to provide another set of reading material/copy of communication etc. to the students if the issue of non-receipt/ postal mishap is brought to our notice in time.

9. **Identity Card:** The identity card issued to the candidates will be sufficient for the purpose of identification for the entire period of study in the school. If the identity card is lost, a fresh identify card will be issued on payment of ₹ 50/-.
10. **Payment of Tuition Fees:** The First year tuition fee has to be paid at the time of admission. Il year tuition fee shall be payable on the date to be notified by the school. **Penal Fee will be levied if the tuition fee is not paid on or before the due date as follows :**  
Upto 2 months after due date : ₹ 50/-  
After 2 months : ₹ 200/-
11. **Remittances to the School :** All the Remittances to the School of Distance Education should be made through a crossed Demand Draft Drawn in favour of the **Registrar, Andhra University, Visakhapatnam**, payable at Syndicate bank, Chinna Waltair, Viskhapatnam-3 or any nationalized bank payable at Visakhapatnam. The name of the candidate, code number if already allotted and the purpose of the remittance should be clearly mentioned in the covering letter along with the Demand Draft. **The name of the candidate and complete code number are also to be noted on the back of the Demand Draft. Bank Challans, Money Orders and Postal Orders will not be accepted.**
12. **Refund of Fee :** In respect of those candidates whose applications are rejected by the school for any reason 10 percent of the tuition fee besides admission and registration fee of ₹ 150/- will be deducted from the fee paid and the balance will be refunded. Candidate who submits application for admission and withdraws on his/her own, will not be entitled for refund.
13. **Fee Concession:** The employees of Andhra University to their Children/Spouse are exempted up to 50 per cent from payment of tuition fees on the production of service certificate from the Registrar. The fee concession of 50 per cent is also available to the children/ spouse of retired employees of the University.
14. **Information relating to examinations:** Examination applications will be mailed to the candidates who are on rolls by the School. In

the case of former students of the School of Distance Education, the examination applications will be supplied on request only.

15. The candidates will not be permitted to take the examinations unless they clear all the dues to the School.
16. The Code Number of the candidates should be written in the column provided in the examination application form for easy reference. Information relating to the examinations such as last date for receipt of examination fee, etc. will be generally informed by the school. However, students are also advised to see notifications in the press issued by the Director, School of Distance Education, Andhra University relating to such matters.

**17. Issues of Hall Tickets, Marks Statements and Provisional Certificates, etc.**

- (i) The candidates have to collect their Hall Tickets from the Chief Superintendent of the respective examination centres. Issuing of Hall Tickets will begin three days before the commencement of examinations. Hall Tickets will not be mailed to the candidates by post.
- (ii) The School of Distance Education will arrange to dispatch marks statements and provisional certificates etc. to the candidates of the School of Distance Education, who have fulfilled all the requirements as per the existing rules and regulations.
- (iii) If the candidates finds any delay in receiving the above, he/she may write to the Director regarding the non-receipt of the same. The letter to the Director should contain all the particulars of examination such as month and year of appearance, centre, Register Number etc. with Xerox copies of all marks memos.
- (iv) The particulars of fee prescribed for the issue of Study Certificate/ Migration Certificate are as follows :

* Migration Certificate	₹ 400/- + ₹ 100/-
	for every belated year
* Study Certificate	₹ 200/- ₹ 30/-
	for every belated year

However candidates who wish to obtain duplicate or triplicate copies of the marks Statement / Provisional Certificate have to pay the following fees :

	<b>Fee for Duplicate Copy</b>		<b>Fee for Triplicate Copy</b>	
* Marks Statement	₹ 400/-	+ ₹ 100/-	₹ 800/-	+ ₹ 200/-
	for every belated year		for every belated year	
* Migration Certificat	₹ 1000/-	+ ₹ 100/-	₹ 1500/-	+ ₹ 200/-
	for every belated year		for every belated year	
	for Original copy		for duplicate copy	for Triplicate copy
* Consolidated marks	₹ 600/-	₹ 800/-	₹ 1500/-	
	+ ₹ 100/-	+ ₹ 100/-	+ ₹ 200/-	
	for every belated year		for every belated year	for every belated year
* Study Certificate	₹ 400/-	₹ 800/-		
Provisional Certificate	₹ 400/-	₹ 800/-		

(Police complaint along with Notary certificate Mandatory)

**Note :** Candidates who wish to obtain Migration Certificate or Date of Birth Extract have to pay the necessary fee as mentioned above in favour of the **Registrar, Andhra University** and send the same along with a requisition letter to the **Director**, School of Distance Education, Andhra University, Visakhapatnam.

18. Issue of Degree Certificate : The office of the School of Distance Education will arrange to issue the Degree Certificate to all the candidates of the School of Distance Education on payment of prescribed fee as below:

For issue of Degree in advance	:	₹ 1000/-
Duplicate Copy	:	₹ 1600/- + ₹ 100/-
		(for every belated year)
Triplicate Copy	:	₹ 3200/- + ₹ 200/-
		(for every belated year)

All the rates are subject to change.

**Note :** The candidate should use the prescribed application form which can be obtained from the office of the School of Distance Education for the issue of Degree in Advance. The payment towards prescribed fee for Degree Certificate are to be remitted in favour of **Registrar, A.U. Visakhapatnam**,

through Demand Draft. The candidates have to enclose the Demand Draft to the prescribed application form for the issue of Degree and send the same to the Director, School of Distance Education, Andhra University, Visakhapatnam.

- 19. Filling of Examination Application Form:** The candidate has to send the duly filled in Application Form with the Demand Draft to the **Registrar, Andhra University, Visakhapatnam - 530 003** on or before the last date as specified in the examination notification. The Candidate has to carefully go through the instructions given in the Application Form before filling. The candidate should note that the Application form contains the Hall Ticket and Examination Application Form. Incomplete Application are liable to be rejected. In case the Application is returned to the candidate due to any objection, the candidate has to re-submit the same directly to the Director, School of Distance Education, Andhra University, after complying with the objection that is raised.

In case the candidates has already passed/appeared in any part/subject(s) previously, he/she has to invariably note the previous pass/appearance particulars such as the year of passing, the Register number, the examination centre are noted in the relevant.

- 20. Transfer Certificate:** The candidates are not required to submit transfer certificate and Migration certificate for admission into any course. However, candidates desirous of obtaining T.C from the school have to submit proof of Date of Birth evidence.
- 21.** The Candidates are required to enclose 3 address slips along with the application for admission. If there is any change in the address, again 3 slips have to be sent to the School along with a covering letter.
- 22.** Any change of address of a candidate should be intimated at least 15 days in advance by Registered Post to ensure prompt receipt of all correspondence from the School. Frequent changes of address cannot be entertained unless the period of stay at any place as per the change of address is for a period of 3 months. If the period is less than that, they have to make their own arrangements for redirecting their correspondence to the correct address.
- 23. Enquiries:** The student can make enquiries regarding courses, examination particulars etc. at the Learner Interface of the School of Distance Education or at the nearest Study Centre of the School or through telephone **98481-99155 or 2754966**, and for specific enquiries relating to B.Ed.Programmes, **0891-2844164** can be contacted.
- 24.** Enquiries will be attended to in the Office from 10.00 a.m to 1.00 p.m on all working days.
- 25.** The Second Saturday in every month is holiday to the School. The School observes the State Government holidays.
- 26.** The students are also advised to clear all their doubts of administrative and academic nature during the time of Personal Contact Programme..
- 27.** Website : **www.andhrauniversity.edu.in/sde** (for updates)

## CONTACT US

Address : The Director, School of Distance Education, Andhra University, Visakhapatnam - 530 003 Andhra Pradesh, INDIA.	Phones :0891 - 2844142 0891 - 2550223 0891 - 2575745 Fax :0891 - 2575752	
Learner Counselling centres	Phones :0891 - 2844166	9963474711 9963474712 9963474714
Joint Registrar Deputy Registrar Assistant Registrat		7702257817 9963474722 7702257815
Information regarding Fees dues, TC/PC/MC/OD/Study Certificates	<b>Learner Interface :</b> 0891 - 2844143	
Marks Lists or Duplicates		98481 99155 77022 57821
General Information	<b>Enquiry:</b> 0891-2754966 or	98481 99155 77022 57821

### Legal Disputes

*With regard to disputes arising in the matters of the School, all legal proceedings will be in the Jurisdiction of Visakhapatnam city only*

**Website : [www.andhrauniversity.edu.in/sde.html](http://www.andhrauniversity.edu.in/sde.html)**

## STUDY CENTRE CELL NUMBERS

S.No.	Section	Cell No.
1.	AU SDE Study Centre (Srikakulam)	77022 57823
2.	AU SDE Study Centre (Vizianagaram)	99634 74724
3.	AU SDE Study Centre (Kakinada)	77022 57825
4.	AU SDE Study Centre (Rajahmundry)	99634 74726
5.	AU SDE Study Centre (Eluru)	99634 74727
6.	AU SDE Study Centre (Vijayawada)	99634 74728
7.	AU SDE Study Centre (Guntur)	77022 57829
8.	AU SDE Study Centre (Hyderabad)	77022 57830

### Spot Admissions

In order to help the students in getting admitted easily the School has started the Spot Admissions at select study centres. Students are advised avail this facility. they can come to the notified study centre with filled in applications forms with ass the enclosures and requisite fee (Demand Draft). Admission will be given on the spot and all original certificates will be returned to the candidates immediately. Please see admission notification for full details.

### Special Note:

**As per the guidelines issued by the Government of AP in e-PASS Website, which was conveyed by the Deputy Director (Social Welfare), Visakhapatnam (Rc. No.B3/613/2006, dt. 14.12.2010), the students pursuing Open University studies and distant learning are not eligible for Scholarships**

**The candidate is advised to retain this copy of the prospectus till the course is completed for the purpose of clarification of rules and regulations concerning the course**



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