

CHAPTER - I
SCHOOL OF DISTANCE EDUCATION
A BRIEF PROFILE

Distance Education emerged as an effective method of education. Distance Education permits greater flexibility and it is learner centered.

The School of Distance Education, formerly School of Correspondence Course of Andhra University was established on 1st July, 1972 with the objective of increasing the access to higher education to disadvantaged sections of the society, Initially B.A./B.Com., courses were offered with the assistance of UGC. Liberalised admission into B.A./B.Com., courses under Open System was introduced in 1976.

M.A., (Economics) and M.Com., Courses were started in the year 1978-79 with the assistance of the University grants Commission. Later B.Ed. and M.Ed. courses were added during 1980-81 and 1982-83 respectively.

M.A. (English), M.A. (Public Administration), Post-Graduate Diploma in Co-operation and Rural Studies and B.Sc. Courses were introduced from the academic year 1983-84.

The School also started non-conventional one year P.G. Diploma Courses in Translation, Environmental Studies and Functional English from the year 1989.

Besides these courses, the School introduced the following M.A., courses from the academic year 1989-90.

1. M.A. (Hindi)
2. M.A. (Telugu)
3. M.A. (History)
4. M.A. (Politics)
5. M.A. (Sociology)

The School introduced the following courses w.e.f. the Academic year 1997-98.

1. P.G. Diploma in Personnel Management & Industrial Relations (H.R.M.)

2. P.G. Diploma in (Voluntary Welfare Organisations) Management of Voluntary Organisations.

3. P.G. Diploma in Travel & Tourism Management.

4. M.A. Philosophy.

M.A./ M.Sc., in Mathematics and P.G. Diploma in Computer Programming and Applications (PGDCPA) were offered from 2000-2001 and 3 certificate courses in computers were introduced in 2002-03.

M.A., (Education) and M.L.I.Sc., M.Sc. (Psychology) are on the offer from 2003-04 onwards.

M.B.A., MHRM, MCA and Executive MBA were introduced during 2006-07

In response to the demand for creating access to science courses, it is decided to offer PG Science courses in Botany, Zoology, Physics and Organic Chemistry from 2005 and onwards. Offering these courses is expected to benefit employees working as Teachers, Laboratory staff etc.

The School of Distance Education is run by experienced 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 student of this University.

The core academic staff of the School will coordinate the academic activities with the help of the well experienced teachers in their respective departments who are working in this University as well as in other Universities.

Print materials is the main stay of instruction supplemented by Annual personal Contact Programme classes to facilitate face to face interaction between the teachers and students. The school invites well experienced teachers to participate in these Personal Contact Programmes. During these Programmes the teacher will give an extensive review of the subjects and clarify the doubts of the students.

In case of M.Sc courses (Physics, Organic Chemistry, Botany and Zoology), attendance at both Personal Contact Programme for theory and Practical Training Programme for Practicals is compulsory. Candidates who fail to put in 75 percent attendance are not eligible for year-end Theory and Practical Examinations, **Each theory paper consists 100 marks out of which 80 marks for theory exam and 20 marks for internal assessment.**

GYAN VANI :

Gyan Vani, an educational Channel is run on co-operative principles funded by IGNOU, New delhi. Students can avail this facility of F.M. Channel (104.6 MHz), from 6 A.M. to 10 A.M. and from 6 P.M. to 10 P.M. every day. It is available around 100 kms. radius of Visakhapatnam City.

STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

DIRECTOR :

Prof. P. Hari Prakash Economics
M.A., Ph.D.

Assistant Professor :

01. Mrs. P. Vijaya Ratnam, Education
M.A., M.A.,(Ed)

Assistant Professors (Contract) :

02. Dr. G. Sri Ram, M.C.A., M.Tech., Ph.D Computer Science

03. Dr. N. Komali Salomi, M.A.,Ph.D., D.F Social Work

04. Dr. K. Jayaram, M.Sc., M.Sc., M.Ed., M.Phil; Ph.D. Education

05. Dr. B. Radhika, Education
B.Ed., M.A. Edn., M.A.(Eng); M.A. (Phi). M.Phil., Ph.D., PGDFE

06. Dr. M. Sudarshana Rao, Education
M.Sc., M.A.Edn., M.Phil; Ph.D

07. Dr. M.V. Mani Varma, Education
M.Sc., M.B.A.,M.Ed., Ph.D. P.D.F. (Edn.)

08. Dr. K. Krishna Dorababu, M.Sc., Ph.D., P.G.D.E.S. Geography

09. Dr. M. Manisekhar, MHRM, M.B.A., M.Phil, Ph.D. HRM

10. Dr. UVN Das, MBBS Consultant MBA (Hospital Administration)

Officers :

01. Sri T. Chitti Babu, M.A (Edn.) Joint Registrar

02. Sri M. Hema Naik, M.A. Deputy. Registrar

03. Sri K. Appa Rao, B.Com., Asst, Registrar

Superintendents :

01. Sri M. Sreenivasa Rao, M.A., Examinations - I

02. Sri P. Sriramamurthy, B.Com. Examinations - II

03. Sri P. Appala Naidu, M.A., Examinations - III

04. Smt. K. Kumari, M.A., B.Ed., Accounts Section
and Establishment

LIBRARY :

01. Sri M.Subhani, M.A., M.L.I.SC

Library Asst.

Contact Phone Numbers

01. Learner Interface	9848199155 / 7702257821
02. Enquiry	0891 - 2844143 / 2754966
03. P.G. Admissions	0891-2844164 / 7702257811
04. P.G. Examinations	0891 - 2844164 / 9963474712
05. Course Material Section	0891 - 2844145 / 7702257818
06. Learner Counselling Centre	0891-2844146 / 9963474711
	9963474712 / 9963474714

Website : www.andhrauniversity.edu.in

(for updates)

CHAPTER - II
COURSES OFFERED

M.Sc. PHYSICS

Medium of Instruction : English only.

Eligibility for Admission : B.Sc. Physics (as main wherever applicable)
Mathematics and any other subject.

Note : Candidates who passed the qualifying examinations, of other Universities which are recognized by Andhra University under 10 + 2 + 3 or 11 + 2 + 2 pattern of education are only eligible for admission.

Duration : Two years.

Course of Study : 1. THE STUDENT HAS TO COMPLUSARILY
ATTEND THEORY CLASSES (PCP) FOR 15 DAYS
AND PRACTICAL CLASSES (PTP) FOR 15 DAYS
IN FIRST YEAR AND SECOND YEAR
SEPARATELY.

2. At the end of first year the candidate has to appear for previous examination and final examination with a gap of one year thereafter.

COURSE STRUCTURE PREVIOUS YEAR

Paper	Title	Time	Examinations Total Marks		
			Theory Marks	Int. Marks	Total Marks
I	Mathematical Methods of Physics	3 hrs	80	20	100
II	Classical Mechanics	3 hrs	80	20	100
III	Introductory Quantum Mechanics	3 hrs	80	20	100
IV	Electronic Devices and Circuits	3 hrs	80	20	100
V	Atomic and Molecular Physics	3 hrs	80	20	100
VI	Statistical Mechanics	3 hrs	80	20	100
VII	Electrodynamics	3 hrs	80	20	100
VIII	Solid State Physics	3 hrs	80	20	100
Practical-I	Modern Physics Lab	4 hrs	-	-	100
Practical-II	Electronics Lab	4 hrs	-	-	100
Record (Practical - I - 50 Marks & Practical - II - 50 Marks)					100
Viva-Voce					50
Assignment					50
Total					1200

COURSE STRUCTURE
FINAL YEAR

Paper	Title	Time	Examinations Total Marks		
			Theory Marks	Int. Marks	Total Marks
I	Advanced Quantum Mechanics	3 hrs	80	20	100
II	Molecular Spectroscopy and Lasers	3 hrs	80	20	100
III	Fermi surfaces and Order Disorder Transformations	3 hrs	80	20	100
IV	Digital Electronics & Micro Processors	3 hrs	80	20	100
V	Computational Methods and Programming in "C"	3 hrs	80	20	100
VI	Nuclear and Particle Physics	3 hrs	80	20	100
VII	Magnetic Materials, Resonance techniques and Semiconductor Devices	3 hrs	80	20	100
VIII	Communication Electronics	3 hrs	80	20	100
Practical-I	Solid State Physics Lab	4 hrs	-	-	100
Practical-II	Digital Electronics Lab	4 hrs	-	-	100
Record (Practical - I - 50 Marks & Practical - II - 50 Marks)					100
Viva-Voce					50
Assignment					50
Total					1200

Note : Detailed syllabus will be sent to the candidates after admissions along with course material.

Special Note : Attendance at the Personal Contact Programme for Theory and Practicals is compulsory. Candidates who fail to put in 75 Percent attendance are not eligible to appear for year end Theory and Practical Examinations.

M.Sc. ORGANIC CHEMISTRY

Medium of Instruction : English only.

Eligibility for Admission : B.Sc. Chemistry/applied Chemistry (as main wherever applicable) as one of the subject.

Note : Candidates who passed the qualifying examinations, of other Universities which are recognized by Andhra University under 10 + 2 + 3 or 11 + 2 + 2 pattern of education are only eligible for admission.

Duration : Two years.

Course of Study : 1. THE STUDENT HAS TO COMPLUSARILY ATTEND THEORY CLASSES (PCP) FOR 15 DAYS AND PRACTICAL CLASSES (PTP) FOR 24 DAYS IN FIRST YEAR AND SECOND YEAR SEPARATELY.

2. At the end of first year the candidate has to appear for previous examination and final examination with a gap of one year thereafter.

COURSE STRUCTURE

PREVIOUS YEAR

Paper	Title	Time	Examinations Total Marks		
			Theory Marks	Int. Marks	Total Marks
I	General Chemistry	3 hrs	80	20	100
II	Inorganic Chemistry	3 hrs	80	20	100
III	Organic Chemistry	3 hrs	80	20	100
IV	Physical Chemistry	3 hrs	80	20	100

PRACTICALS

*Practical-I	Inorganic Chemistry	6 hrs	-	-	100
*Practical-II	Organic Chemistry	6 hrs	-	-	100
*Practical-III	Physical Chemistry	6 hrs	-	-	100

* (Practical 75. Viva-Voce 15. Record 10 = Total 100)

Total					700
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COURSE STRUCTURE FINAL YEAR

Paper	Title	Time	Examinations Total Marks		
			Theory Marks	Int. Marks	Total Marks
V	Organic Reaction Mechanism Pericyclic reactions and organic photochemistry	3 hrs	80	20	100
VI	Organic Spectroscopy	3 hrs	80	20	100
VII	Organic Synthesis	3 hrs	80	20	100
VIII	Natural Products and Biopolymers	3 hrs	80	20	100
Practical-I	A. Analysis organic mixture involves two components	6 hrs	-	-	100
	B. Estimating functions group in Organic compound	3 hrs	-	-	50
	A + B = Record				
Practical-II	Multi stage synthesis of an organic compound involving three or more than three stages- Record	6 hrs	-	-	100
			-	-	-
Practical-III	Comprehensive, Viva - Voce	3 hrs	-	-	50
Total					700

Note : Detailed syllabus will be sent to the candidates after admissions along with course material.

Special Note : Attendance at the Personal Contact Programme for Theory and Practicals is compulsory. Candidates who fail to put in 75 percent attendance are not eligible to appear for year - end Theory and Practical Examinations.

M.Sc. BOTANY

Medium of Instruction : English only.

Eligibility for Admission : B.Sc. with Botany and any other two Science subject.

Note : Candidates who passed the qualifying examinations, of other Universities which are recognized by Andhra University under 10 + 2 + 3 or 11 + 2 + 3 or 11 + 2 + 2 pattern of education are only eligible for admission.

Duration : Two years.

- Course of Study:**
1. **THE STUDENT HAS TO COMPLUSARILY ATTEND THEORY CLASSES (PCP) FOR 15 DAYS AND PRACTICAL CLASSES (PTP) FOR 15 DAYS IN FIRST YEAR AND SECOND YEAR SEPARATELY.**
 2. At the end of first year the candidate has to appear for previous examination and final examination with a gap of one year thereafter.

COURSE STRUCTURE : PREVIOUS YEAR

Paper	Title	Time	Examinations Total Marks		
			Theory Marks	Int. Marks	Total Marks
I	Biology and Diversity of algae, fungi, Bacteria and viruses	3 hrs	80	20	100
II	Biology and diversity of bryophytes pteridophytes and gymnosperms	3 hrs	80	20	100
III	Plant Development, Plant reproduction and plant tissue culture	3 hrs	80	20	100
IV	Taxonomy of angiosperms, plant resources, utilization and conversation	3 hrs	80	20	100
V	Cell - biology of plants, Cytology, Genetics and Plant breeding	3 hrs	80	20	100
Practical-I	Biology and Diversity of algae, fungi, bacteria and viruses, bryophytes, pteridophytes and gymnosperms	4 hrs	-	-	100
Practical-II	Taxonomy of angiosperms, plant development, Plant reproduction, plant resources, utilization and conversation	4 hrs	-	-	100
Practical-III	Tissue, culture, Cell biology of plants, Cytology, Genetics and Plant breeding	4 hrs	-	-	100
	Viva-Voce				25
	Assignment				25
Total Marks					850

**COURSE STRUCTURE
FINAL YEAR**

Paper	Title	Time	Examinations Total Marks		
			Theory Marks	Int. Marks	Total Marks
VI	Plant Ecology	3 hrs	80	20	100
VII	Plant Physiology and Metabolism	3 hrs	80	20	100
VIII	Cytogenetics, Chromosome mapping, Molecular Biology of plant and genetic Engineering	3 hrs	80	20	100
IX	Elective - I	3 hrs	80	20	100
X	Elective - II	3 hrs	80	20	100
Practical-IV	Plant Ecology, Plant Physiology Metabolism, Cytogenetics Chromosome mapping Molecular Biology of plants and genetic engineering	4 hrs	-	-	100
Practical-V	Elective - I	4 hrs	-	-	100
Practical-VI	Elective - II	4 hrs	-	-	100
	Viva - Voce	-	-	-	25
	Assignment	-	-	-	25
Total Marks					850

Elective subjects :

- 1) Applied Phycology
- 2) Plant Pathology

Note : Detailed syllabus will be sent to the candidates after admissions along with course material.

Special Note : Attendance at the Personal Contact Programme for Theory and Practicals is compulsory. Candidates who fail to put in 75 percent attendance are not eligible to appear for year-end Theory and Practical Examinations.

M.Sc. ZOOLOGY

Medium of Instruction : English only.

Eligibility for Admission: B.Sc., with Zoology and any other two Science subject.

Note 3: Candidates who passed the qualifying examinations, of other Universities which are recognized by Andhra University under 10 + 2 + 3 or 11 + 2 + 3 or 11 + 2 + 2 pattern of education are only eligible for admission.

Duration : Two years.

- Course of Study :**
- 1. THE STUDENT HAS TO COMPLUSARILY ATTEND THEORY CLASSES (PCP) FOR 15 DAYS AND PRACTICAL CLASSES (PTP) FOR 15 DAYS IN FIRST YEAR AND SECOND YEAR SEPARATELY.**
 2. At the end of first year the candidate has to appear for previous examination and final examination with a gap of one year thereafter.

COURSES STRUCTURE PREVIOUS YEAR

Paper	Title	Time	Examinations Total Marks		
			Theory Marks	Int. Marks	Total Marks
Paper-I	Biosystematics, Taxonomy and Gamete Biology	3 hrs	80	20	100
Paper-II	Quantitative Biology, Population Genetics and Evolution	3 hrs	80	20	100
Paper-III	Comparative Endocrinology and General Physiology	3 hrs	80	20	100
Paper-IV	Molecular Cell Biology and Tools and Techniques	3 hrs	80	20	100
PRACTICALS					
Practical-I	Biosystematics, Gamete Biology Metabolism, Cytogenetics	3 hrs	43	7	-
Practical-II	Quantitative Biology and Population Genetics		42	8	100
Practical-III	Comparative Endocrinology Environmental Physiology	3 hrs	43	7	-
Practical-IV	Molecular Cell Biology and Tools and Techniques		42	8	100
	Viva-Voce		-	-	25
	Assignment		-	-	25
Total					650

COURSE STRUCTURE
FINAL YEAR

Paper	Title	Time	Examinations Total Marks		
			Theory Marks	Int. Marks	Total Marks
Paper-V	Structure and Functions of Invertebrates and Comparative Anatomy of Vertebrates	3 hrs	80	20	100
Paper-VI	Population Ecology and Animal Behaviour	3 hrs	80	20	100
Paper-VII	Ichthyology and Aqua Culture	3 hrs	80	20	100
Paper-VIII	Medical Parasitology and Veterinary Parasitology	3 hrs	80	20	100

PRACTICALS

Practical-I	Invertebrates, Vertebrates	3 hrs	43	7	100
Practical-II	Population Ecology and Animal Behaviour		42	8	-
Practical-III	Ichthyology, Aqua Culture	3 hrs	43	7	100
Practical-IV	Medical and Veterinary Parasitology		42	8	-
	Viva-Voce		-	-	25
	Assignment		-	-	25
Total			650		

Note : Detailed syllabus will be sent to the candidates after admissions along with course material.

Special Note : Attendance at the Personal Contact Programme for Theory and Practicals is compulsory. Candidates who fail to put in 75 percent attendance are not eligible to appear for year-end Theory and Practical Examinations.

CHAPTER - III

SPECIAL INSTRUCTIONS

Personal Contact Programme :

Four week (two spells) intensive Laboratory- cum Lecture programme will be organized only at the University Campus. There will not be any change in contact centre/examination centre. **Attendance for both theory and practicals is compulsory.** A candidate has to put up a minimum of 75% attendance.

Failure to attend the programme / shortage of attendance shall disqualify the candidates from appearing for the year-end examinations. However in case of M.Sc., Organic Chemistry, practical training shall extend to 24 days in addition to Theory classes (Personal Contact Programme) for 15 days,

General Eligibility Criteria :

1. Only candidates residing in India can apply for admission provided they fulfill the requisite qualifying conditions for the course.
2. Transfer certificate and Migration certificate need not be submitted for admission.
3. Candidates after obtaining master's degree from School of Distance Education are eligible for higher studies as in the case of regular students.

Marks qualifying for a pass for M.Sc. Courses :

Theory papers :

A candidate shall be declared to have passed M.Sc. Examination if he/she obtains not less than 50% in aggregate and not less than 40% in each paper. All other candidates shall be deemed to have failed in the examinations.

Practicals :

A candidate shall be declared to have passed the practical Examination if he/she obtains not less than 40% of the total marks in each practical paper. A record based on the practicals should be submitted before or at the time of taking Hall - ticket for writing the Previous/Final Examination. The pass minimum of Viva - Voce shall be 50%.

The names of the successful candidates at the M.Sc, Degree Examination in the order in which they are registered for the Examination shall be placed in two classes on the basis of the total marks obtained by each candidate at the previous and final examinations taken together.

First Class : Those who obtain not less than 60 per cent of the total marks.

Second Class : Those who obtain not less than 50 per cent of the total marks.

Those candidate who are not successful at the examinations can only write the examination held for subsequent batches. However, they can apply for revaluation of paper(s) on payment of ₹500/- per paper in prescribed format.

Provision for Improvement :

Candidates declared to have passed Master's Degree Course obtaining second class may appear again for the same examination to improve their percentage of marks by appearing for the whole examination of the Previous or Final or both in theory examinations under the existing regulations. Such appearances shall be limited to only to chances within two years of passing the examination. Such candidates are not required to cancel their earlier result unless they want to retain their later result.

FEE STRUCTURES

Year	(Common to all Course)	₹
<i>I Year</i>	<i>Instalment</i>	<i>₹15,000/-</i>
<i>II Year</i>	<i>Instalment</i>	<i>₹10,000/-</i>

Examination Fee :

Examination fee for all papers per year is ₹. 1,000/- (₹2,000/- for Physics)

CHAPTER - IV
GENERAL INSTRUCTIONS

1. 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.
2. The student will be admitted in 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 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.
The first of August is treated as the day of commencement of the academic year.
3. 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.

Postal Address :

4. 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.

The student is particularly requested to note that the office of the School of Distance Education is different from the Central Administrative Office, (Registrar's Office) Andhra University, Visakhapatnam.

5. **Mailing of Communication :** All communications and reading material will be mailed to 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.

- 6. 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 identity card will be issued on payment of ₹50/-
- 7. Payment of Tuition fees :** The First year tuition fee has to be paid at the time of admission. The second year tuition fee has to be paid as per the date to be notified by the school. Mailing of lessons will be stopped to the defaulters until they pay the tuition fee dues to the school.

Penal fee will be levied if the tuition fee is not paid on or before the due date as follows :

with a fine of ₹100/-
with a fine of Max. ₹200/-

- 8. 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**, on any nationalised bank payable at Visakhapatnam or by paying cash directly at the Syndicate Bank in the premises of the School of Distance Education, Andhra University, Visakhapatnam between 10-00 a.m. and 4-00 p.m. on all working week days (Except 2nd & 4th Saturdays). 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 reverse side of the Demand Draft.**

S.B./ Bank challans, Money orders, Postal Orders and Cheques will not be accepted.

- 9. Refund of Fee :** In respect of those candidates whose applications are rejected by the school for any reason 10 per cent of the tuition fee besides admission and registration fee of ₹150/- will be deducted from the fee paid and the balance will be refunded to candidate. However, the candidate who submits application for admission and withdraws on his/her own, will not be entitled for refund.

10. The employees and retired employees of Andhra University and their spouses, children are given 50% fees concession on the production of service certificate from the Registrar.
11. **Information relating to examinations** : Examination applications will be mailed to the eligible candidates who are enrolled by the School. In the case of former students of the School of Distance Education, the examination applications will be supplied on request only.
12. The candidates will not be permitted to take the examinations unless they clear all the dues to the School.
13. 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.
14. (i) For the sake of First appearance for the University Examinations, there should be a clear gap of one academic year from year to year. However, once the study period is completed, the candidate can appear for both previous and final Examinations, provided he/she owes on dues to the school.
(ii) Irrespective of the appearance at the University examinations and the consequent result, the candidate is deemed to have entered into the next year of study in the School of Distance Education.
15. Examination fee once paid will under no circumstances be refunded or held over for subsequent examination.
16. Issue of Hall Tickets, Marks Statements and Provisional Certificates etc.
 - (i) The candidates have to collect their Hall tickets from the School of Distance Education. Issuance of Hall tickets will begin three days before the commencement of examinations. Hall tickets will not be mailed to the candidates by post. The examinations will be held in Visakhapatnam only.
 - (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 find 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, Center, Registered Number etc. with Xerox copies of all marks memos.

(iv) The particulars of fee prescribed for the issue of Marks Statement / Provisional Certificate/ Migration Certificate are as follows.

* Migration Certificate	₹400/-	Plus ₹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 :

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

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

Issue of Degree Certificate :

The Office of the School of Distance Education will arrange to issue the Degree Certificates to all the candidates of School of Distance Education on payment of prescribed fee as under.

***For Issue of Degree in Advance :₹ 1200/-**

(Plus ₹200/- for each belated year from the year of passing)

* **Duplicate Copy ₹1600/- Plus ₹100/- belated**

* **Triplicate Copy ₹3200/- Plus ₹200/- belated**

(Along with Police Complaint & Notary Certificate is mandatory)

* **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 Certificates 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.

17. Filling of Examination Application Form : The candidates has also to send the duly filled in application Form with the Demand Draft/S.D.E.Challan* to the Director, School of Distance Education, 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 give 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 is raised.

18. 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. However S.C./ S.T. candidates seeking fee concession have to submit T.C. from the

institution last studied.

19. **Address slips** : The candidates are required to enclosed 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.
20. 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.
21. Re-admission Procedure. The re-admission may be given on the submission of the application in the prescribed proforma after duly paying the following amount in favour of the Registrar, Andhra University, Visakhapatnam.
 - a) ₹10,000/- towards re-admission fee Balance of fee for the remaining period of study.
 - b) The prescribed proforma for re-admission can be obtained from the office of the School of Distance Education on requisition.
22. **Enquiries** : The student can make enquiries regarding courses, examination particulars etc., at the Learner interface of the School of Distance Education or through telephone : 98481-99155 of 0891-2754966.

Enquires will be attended to in the Office from 10.00 a.m. to 1.00 p.m. on all working days.
23. The second Saturday in every month in holiday to the school. The School observes the State Government holidays.
24. The students are also advised to clear all their doubts of administrative and academic nature during the time of Personal Contact Programme.
25. The University reserves the right to offer or not to offer any course.

CHAPTER - V

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

1. The application duly fill-in together with all the requireddc enclosures should reach the Director, School of Distance Education, Andhra University, Visakhapatnam - 530 003 by registered post on or before the date notified in the press.
2. The candidate is required to write clearly the course of study for which he/She is seeking admission in the School of Distance Education.
3. The name of the student as well as his / her father / husband should correspond with those as recorded in his/her matriculation Certificate/S.S.L.C/S.S.C./H.S& M.P.S.L.C. Register.
4. The date of birth of the student should tally with that as recorded in his/her Matriculation or that of an equivalent examination.
5. The required original certificates are to be enclosed with the application form which will be returned later after admission. One attested copy of each cerfificate must also be enclosed for the record.
6. Incomplete applications will not be processed by the School and they will be rejected.
7. The following attested xerox certificates are to be enclosed along with original certificates with the application form. The original certificates will be returned to the candidates after the admission process is over.
 - a) Degree/Provisional Certificate of the qualifying examination passed.
 - b) Two copies of recent Photographs (Passport size of the candidate duly attested at the lower portion of each photo, one to be affixed to the application and the other to be enclosed)
 - c) Date of Birth extract.
 - d) Identity Card is to be enclosed duly signed and photo affixed.
 - e) Three address slips duly filled-in are to be enclosed.

RECORD OF FEE PAYMENT PARTICULARS

Name :

Code Number :

M.Sc.	Amount	D.D.No.	Date	Name of Bank
Admission Fee :				
I st Instalment				
II nd Instalment				
Examination centre				
Examination fee				
II Year :				
I st Instalment				
II st Instalment				
Examination centre				
Examination fee				

(Candidates are advised to keep a record of payment of various less to the School in the above Format)

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 to avail this facility. They can come to the notified study centre with filled in application forms with all the enclosures and requisite fee (Demand Draft). Admission will be returned to the candidates immediately. Please see admission notification for full details.

LEGAL DISPUTES

All legal disputes in matters pertaining to the School of Distance Education have to be settled within the Jurisdiction of courts in Visakhapatnam city only.

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

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 Distance Learning are not eligible for Scholarship.

CONTACT US

Name & 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	0891-2844146, 9963474711 9963474712, 9963474714
Information regarding Fees dues, TC/PC/MC/OD/Study Certificates/ Marks Lists or Duplicates	Learner Interface : 0891 - 2844143 98481 99155 / 77022 57821
General Information	Enquiry: 0891-2754966 98481 99155
Assistant Registrar	7702257815
Deputy Registrar	9963474722
Joint Registrar	7702257817

Website : www.andhrauniversity.edu.in

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

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