



**ANDHRA UNIVERSITY**  
**SCHOOL OF DISTANCE EDUCATION**

VISAKHAPATNAM 53003: ANDHRA PRADESH

Phone: 0891-2844142, 2550223, 2575745, Fax No: 0891-2575752

Website: [www.andhrauniversity.edu.in/webnew/sde.php](http://www.andhrauniversity.edu.in/webnew/sde.php)

**Prof.B. Mohini**

**Date: 15/11/2017**

**Director**

No.SDE/MHRM/PCP/2017-2018

**Dear Learner,**

**Greetings from School of Distance Education, Andhra University**

We are happy to inform you the academic calendar for the students of MHRM Programme for the year 2017-2018 is as noted below:

**ACADEMIC CALENDAR - MHRM PROGRAMME-2017-2018**


<b>WEEK END PERSONAL CONTACT PROGRAMME</b>	
<b>Venue</b>	<b>Previous</b>
Department of HRM , Arts College, AU Campus, Visakhapatnam only ( 20 days)	December,2017 : 3,10,17,31
	January,2018 : 7,21,28
	February,2018 : 4,10,11,18,25
	March,2018 : 4,10,11,
	April,2018 : 1,8,15,22,29

- Four (4) Observation Visits and Concurrent Field work for 21 days are **Compulsory for Previous year students.**
- Issue of Assignment Question Papers : 01-11-2017
- Last date for submission of Assignments : 30-06-2018
- Assignments submission with fine Rs.100/- per each paper upto the day of Viva-Voce
- Last date for submission of Field Work Reports (Observation Report & Concurrent Field Work Report) -  
Previous year students : 30-06-2018
- Last date for submission of Field Work Reports on Viva Voce day with fine of Rs.200/- (date to be notified)
- Announcement of Examination schedule : April/May,2018
- Commencement of Examinations : June/July,2018(Tentative)

**NOTES:**

1. The students can register for Week -end Personal Contact Programme at Dept. of HRM, Arts College, AU Campus, Visakhapatnam.
  2. Regular class-room lectures will be delivered by experienced teachers. Your participation in the programmes can supplement effectively your study requirements. You are advised to come fully prepared for the programmes.
  3. All the students, who attend the programmes may kindly report with their Identity Cards at the Reception Counter at Dept. of HRM, Arts College, AU Campus, Visakhapatnam at **9.00 am** for the programme. Time-table and other instructions about the classes will be given at the time of registration i.e., December 3<sup>rd</sup>, 2017.)
  4. This is also to inform you that outstation students have to make their own arrangements for their lodging and boarding while attending Week-end Classes. Limited Dormitory accommodation is available in School of Distance Education for boys and girls separately to be allotted on the basis of 'first come first served' basis.
  5. Please contact Dr.M.Manisekhar, Mobile No. 9966490248 School of Distance Education for further information and guidance.
- With best wishes,

Yours Sincerely,

  
**(B. MOHINI)**  
**DIRECTOR**



**ANDHRA UNIVERSITY**  
**SCHOOL OF DISTANCE EDUCATION**

VISAKHAPATNAM 53003: ANDHRA PRADESH

Phone: 0891-2844142, 2550223, 2575745, Fax No: 0891-2575752

Website: [www.andhrauniversity.edu.in/webnew/sde.php](http://www.andhrauniversity.edu.in/webnew/sde.php)

No.SDE/MHRM/2017-2018

**Prof.B. Mohini**

Date: \_\_/\_\_/2018

Director

School of Distance Education

Andhra University

Visakhapatnam

Andhra Pradesh.

To

-----  
-----

**Sir/Madam,**

**Sub:** Seeking permission to MHRM Student for Practical Training (Field work) in an Industrial Organization/Establishment for the period of 21 days during May or June, 2018-Reg.

-----

May we draw your kind attention to the Master of Human Resource Management (MHRM PG Course) being offered through Distance Education mode in the School of Distance Education.

As part of the MHRM Programme/Curricular requirement, a **student of First year** has to undergo **21 days** of Practical Training (Field work) in an Industrial organization /Establishment.

In this connection we request you to provide an opportunity to our student Mr./Mrs./Miss. \_\_\_\_\_ to undergo practical training in Personnel/Human Resource Management Department in your organization. Such an exposure and experience will enable the student to acquire necessary skills and techniques of HRM.

The programme is meant for learning experience and there is no commitment from your side the student will be highly benefited by your counsel and guidance. We herewith enclose the proforma of confidential report on the performance of the learner and you are hereby sincerely requested to send it with remarks to the undersigned after the field work is over.

Hope you will accept and permit our student as and when they approach you.

Thanking you,

Yours sincerely,

**(B.MOHINI)**

**Director**



**ANDHRA UNIVERSITY**  
**SCHOOL OF DISTANCE EDUCATION**

VISAKHAPATNAM 53003: ANDHRA PRADESH

Phone: 0891-2844142, 2550223, 2575745, Fax No: 0891-2575752

Website: [www.andhrauniversity.edu.in/webnew/sde.php](http://www.andhrauniversity.edu.in/webnew/sde.php)

**CONFIDENTIAL REPORT**  
**(21 days Concurrent Field Work for First Year MHRM)**

1. Name of the Organisation :
2. Name of the Student :
3. Period of Placement : From To
4. Date of Reporting :
5. Total Number of working days :
6. Total Number of days the student attended :
  
7. No. of days absent :  
(a) Authorized absent (b) Unauthorized absent
8. Punctuality in reporting to the organization :  
(a) Excellent (b) Very good (c) Good (d) Below average
9. Application and sincerity in doing work :  
(a) Excellent (b) Very good (c) Good (d) Below average
10. Initiative in participation and learning organizational activities :  
(a) Excellent (b) Very good (c) Good (d) Below average
11. Overall performance of the student  
(a) Excellent (b) Very good (c) Good (d) Below average
12. Remarks, if any

Station:

Signature of the officer concerned

Designation

Date:

Office seal

Please send Confidential Report to: **The Director, School of Distance Education,  
Andhra University, Visakhapatnam-530003**

Fax No: 0891 2575752

**Note:** for 7, 8,9,10, and 11 please mark the appropriate

(OFFICE USE)

Course Coordinator Remarks:

Signature of the Course Coordinator

Director

## **Field work guidelines for First Year students**

### **Objective:**

The objective of the project is to help the student develop ability to apply multi disciplinary concepts, tools and techniques to solve organizational problems.

Part A Observation visits to manufacturing industries and Govt. Agencies.

The primary observation visit is to familiarize the student with the general aspects of industry and work environment through direct observation and discussion with management personnel.

Part B Concurrent Field Work (Placement in industry for 21 working days on HRM Practices)

The students shall familiarize in HRM aspects of the field work organization. He/She should avail any opportunity of learning by participating in the Personnel/Human Resource Management Department activities.

Part A & B separately submit in student's own handwriting to the Course Co-ordinator before the due date as communicated in the Academic Calendar.

Note: For complete details read Learner Hand Book, MHRM Programme, School of Distance Education, Andhra University.

