

ANDHRA UNIVERSITY



SCHOOL OF DISTANCE EDUCATION

PROSPECTUS

UNDER - GRADUATE COURSES (Calendar Year Batch)

Visakhapatnam - 530 003
(Andhra Pradesh)

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Website : www.andhrauniversity.info/sde

Price : *By Hand* : Rs. 40/-

December, 2011

By Post : Rs. 80/-

**Downloaded Application Should be sent alongwith
D D for Rs. 40/- together with Admission Fee**

Copies Printed :

December, 2011

P R E F A C E

Greetings from the School of Distance Education. This Prospectus gives an overview of the different under-graduate courses being offered by the School. This Prospectus covers all important points pertaining to admission into various under-graduate courses of Study.

You are advised to go through these pages carefully and return the Application Form of Admission duly filled-in within the prescribed date. You may preserve this copy until you get your degree for guidance.

The School has no agents. Therefore you are advised to be in touch directly with the School without seeking the assistance of private organisations. We would be happy to clarify your doubts at every stage.

The School will extend all possible co-operation and guidance to you in all academic matters. **Transfer Certificate** and **Migration Certificate** are not required for admission into any course.

Prof. N.L. NARASIMHA RAO
Director

Visakhapatnam

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CHAPTER - I

SCHOOL OF DISTANCE EDUCATION

A BRIEF PROFILE

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

The School of Distance Education, formerly School of Correspondence Courses, 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. Liberalised admission into B.A., / B.Com., courses under open system was introduced in 1976.

The School of Distance Education is run by experienced teachers and educational administrators who always strive to reach high academic standards. 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.

A student who is enrolled into this School studies the same syllabi, and is awarded the same degree as in the case of regular students of this University.

A student after admission into the School of Distance Education receives study material periodically in all the subjects, supplemented by week-end-cum-Personal Contact Programmes at various centres 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 its academic staff. During these programmes teachers will give an extensive review of the subjects and clarify the doubts of the students.

*** STUDY CENTRES:**

The School has 37 Study Centres located in different colleges. The Principals of the respective colleges are the Co-ordinators of the Study Centres. A senior teacher of the concerned College is nominated as the Assistant Co-ordinator of the Centre. The Study Centres are located in the following colleges:

01. S.K.B.R. College, Amalapuram
02. A.M.A.L. College, Anakapalli
03. D.N.R College, Bhimavaram
04. R.S.R.K.R.R. College, Bobbili
05. V.R.S & Y.R.N. College, Chirala
06. Sir C.R. Reddy College, Eluru
07. A.C. College, Guntur
08. J.K.C. College, Guntur
09. R.G. Kediya College of Commerce, Near Chadarghat Bridge, Hyderabad
10. P.R. Government College, Kakinada
11. Silver Jubilee Govt. College, Kurnool
12. Noble College, Machilipatnam
13. Y.N.M. College, Narasapur
14. S.S. & N College, Narasaraopet
15. Government Degree College, Narasannapeta
16. Govt. Degree College, Narsipatnam
17. Sri Sarvodaya College, Nellore
18. C.S.R. Sarma College, Ongole
19. Government Degree College, Paderu

* Students are instructed to choose one of the above study centres as contact centres and indicate the choice in the application form vide (item 16).

20. S.K.V.P & Dr. K.S. Raju Arts & Science College, Penugonda
21. Government College, Rajahmundry,
22. Government College for Men, Srikakulam
23. V.S.R & N.V.R College, Tenali
24. Govt. Degree College, Tuni
25. Satavahana College, Vijayawada.
26. M.R. College, (M) Vizianagaram,
27. Mrs. A.V.N. College, Visakhapatnam
28. B.V.K. Degree College, Visakhapatnam
29. TSR & TBK College, Gajuwaka, Visakhapatnam
30. AKRG Degree & P.G. College, Nallajerla, W.G Dt.
31. Ideal College, Kakinada.
32. Govt. Degree College, Tekkali.
33. Sri. G.C.S.R. College, Rajam.
34. Pragathi Degree College, Kothavalasa.
35. Bhaskar Degree College, Parvathipuram.
36. Govt. Degree College, Saluru.
37. Govt. Degree College, Palakonda.

From among the above the study centres at Eluru, Guntur (AC College), Kakinada, Rajahmundry, Srikakulam, Vijayawada (Satavahana Degree College), Vizianagaram and Visakhapatnam (AVN College) are having full-fledged libraries equipped with both English and Telugu Medium Text Books for all the subjects that are being offered by the School. A full-time librarian is in-charge of each library. Students of the School of Distance Education may avail of the library facilities on all working days.

GYAN VANI:

Gyan Vani an educational channel run on co-operative principles funded by IGNOU, New Delhi is operated from April, 2002 onwards. Students can avail this facility on F.M. Channel (104.6 MHz) from 6.00 a.m. to 10.00 a.m. and 6. p.m. to 10 p.m every day. It is available around 100 kms. radius of Visakhapatnam city. Students / Public can clarify their doubts in phone-in programme broadcast on second and fourth Friday of every month by Gyan Vani by dialing 0891-2568651/ 2568652 between 7.00 pm and 7.30 pm.

STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

DIRECTOR:

Phone No.
STD Code 0891

Prof. N.L. Narasimha Rao, (2844277) Commerce
M.Com., Ph.D

PROFESSORS:

1. Prof. P. Hrushikesava Rao, (2844167) Commerce
M.Com., Ph.D
2. Prof. P. Krishna Prasad, (2844169) Political Science
M.A, Ph.D & Public
Administration
3. Prof. L.D. Sudhakara Babu, (2844170) Economics
M.A, Ph.D
4. Prof. B. Ch. Krishna Murthy, (2844977) Economics
M.A., Ph.D
5. Prof. V. Simmanna, M.A, Ph.D (2844978) Telugu
DIS., DIH., DIT., DIU., DIL., DIT., DIFE
6. Prof. K. Vijaya Kumar, M.A., Ph.D (2844980) Sociology
7. Prof. B. Sudhakara Reddy, (2844982) History
M.A, Ph.D
8. Prof. Ch. Subrahmanyam, (2844983) Economics
M.A, Ph.D
9. Prof. K. Parameswara Rao, (2844984) Economics
M.A., Ph.D, D.A.S., P.G.D.T.
10. Prof. M. Bilmoria Rani, (2844470) Sociology
M.A., Ph.D
11. Prof. B. Mohini, M.A., Ph.D (2844988) Hindi

- | | | |
|--|-----------|---------------------|
| 12. Prof.. J. Ramu Naidu,
M.A., M.Ed., Ph.D., P.G.D.E.S | (2844992) | Economics |
| 13. Prof. G.S.V. Prasada Raju,
M.Tech., Ph.D | (2844995) | Computer
Science |
| 14. Prof. T. Nirmalajyothi,
M.A., M.A., D.S.S., Ph.D | (2844994) | Education |

ASSOCIATE PROFESSORS:

- | | | |
|---|-----------|-----------|
| 15. Dr. B. Raja Kumar,
M.Com, M.Ed., Ph.D. | (2844989) | Commerce |
| 16. Dr. P. Hariprakash, M.A., Ph.D. | (2844993) | Economics |

ASSISTANT PROFESSORS:

- | | | |
|--|-----------|-----------|
| 17. Sri M. V. Raja Kumar,
M.A., (Selection Grade) | (2844990) | English |
| 18. Mrs. P. Vijaya Ratnam,
M.A., M.A. (Ed) | (2844161) | Education |

TEACHING ASSOCIATES :

- | | |
|---|--|
| 1. Sri G. Sri Ram, MCA, M.Tech., | Computers |
| 2. Dr. S.R. Subhani, M.A., M.Phil., Ph.D. | Politics Sci &
Public
administration |

NON - TEACHING STAFF :

- | | |
|--|---------------------|
| 1. Smt. Y. Anjana Devi, M.A. | Joint Registrar |
| 2. Sri N. Hanumantha Rao, M.A., B.L. | Deputy Registrar |
| 3. Sri B. Nageswara Rao, M.A., B.L., PGDPR | Assistant Registrar |

SUPERINTENDENTS :

1. Sri. P. Suryanarayana, B.Com., E - I Section
2. Sri P. Sankara Rao, B.Com Course Section
3. Smt. U. Sujatha Kumari E - III Section
4. Sri M. Suri Babu, M.A.,(Pol), M.A.(PAD) E - II
5. Sri H. Ranga Rao, M.A., B.L.I.Sc Confidential - Section
6. Smt. B. Baleswari, B.A. Accounts
7. Sri P. Appa Rao, M.Com., Establishment & Director's Chamber

LIBRARY :

1. Sri B. Demudu, M.A., B.LISc., Library Assistant

CONTACT PHONE NUMBERS :

1. Learner Interface 9848199155 / 7702257821
2. Enquiry 0891 - 2844143 / 2754966
3. U.G. Admissions 7702257811
4. U.G. Exams. 7702257812
5. Web Site : [www. andhrauniversity.info/sde](http://www.andhrauniversity.info/sde) (for updates)

CHAPTER - II

B.A. DEGREE

Medium of Instruction :
English and Telugu

Eligibility for Admission:

I Year: Candidates who have passed the qualifying examination such as Pre-University (One year or Two Year Course of Andhra University) H.S.C. & M.P.S.L.C of the Government of Andhra Pradesh, Intermediate Examination of the Board of Intermediate Education, Andhra Pradesh or two year I.T.I, of Board of Technical Education, Government of A.P. after passing S.S.C. or any other examination of the State Boards or Universities recognised by the Andhra University as equivalent to the Pre-University Examination of the University.

(OR)

Candidates passing B.A. / B.Com. Entrance Examination conducted by this school are eligible for admission into B.A. or B.Com. Degree course.

II Year: Those who appeared for the first year examination after studying in a regular college, in Andhra Pradesh only.

III Year : Those who studied first and second years in a regular college, in Andhra Pradesh only.

Note : Candidates who wish to join in II/III years have to submit original Transfer Certificate issued by their earlier college along with the relevant marks statements, following other norms prescribed for it.

Duration of the Course:

The course of the study of B.A. Degree shall extend over a period of three years.

Course of Study:

Year-wise subjects / papers are given below :

Examination in each paper carries 100 marks and is of 3 hours duration.

I Year :

- | | |
|---------|---|
| Part I | (i) English
(ii) Telugu / Hindi / Sanskrit*
(iii) Foundation Course- I |
| Part II | (i) Paper I of Main - I
(ii) Paper I of Main-II
(iii) Paper I of Main - III
(iv) Computer Course |

II Year :

- | | |
|---------|--|
| Part I | (i) English
(ii) Telugu / Hindi/Sanskrit* |
| Part II | Environmental Studies
Paper 2 of Main - I
Paper 2 of Main - II
Paper 2 of Main - III
Computer Course |

III Year :

- | | |
|---------|---|
| Part I | Foundation Course - II |
| Part II | Paper 3 and 4 of Main - I
Paper 3 and 4 of Main - II
Paper 3 and 4 of Main - III |

In respect of group papers Political Science and Public Administration, the candidates have to choose one of the following papers under Paper-IV.

The scheme of study is as follows :

1. Political Science :

Paper-III : Political Thought

(Compulsory for all candidates)

Paper - IV : a) International Relations

(OR)

b) Government and Politics in AP

Note: The candidates have to choose one of the above papers under the Paper-IV and tick the same in the appropriate box in the application form.

2. Public Administration :

Paper - III : Management of Resources

(Compulsory for all candidates)

Paper-IV : a) Office Management

(OR)

b) E-Governance

(OR)

c) Rural and Urban Governance in India

Note : The candidates have to choose one of the papers under the Paper-IV and tick the same in the appropriate box in the application form.

* Please See Page 27.

Under Main I, II and III, any one of the following Combinations could be selected:

1.	History	Economics	Politics
2.	History	Public Administration*	Politics*
3.	History	Economics	Telugu
4.	History	Politics	English
5.	Public Administration	Politics	English
6.	Economics	Politics	English
7.	History	Politics	Telugu
8.	History	Politics	Sociology
9.	Public Administration	Politics	Sociology
10.	Mathematics	Politics	Economics
11.	Hindi	History	Politics

TUITION FEES:	Rs.
I Year	1,850/-**
II Year	1,200/-
III Year	1,200/-

** Candidates who passed B.A / B.Com Entrance Examination have also to pay Rs. 80/- towards cost of Admission Application Form and Rs. 100/- towards Matriculation fee besides above fees of Rs. 1,850/- (Rs. 1,850 + 80 + 100 = 2030).

** **Note:** The total Fees payable at the time of admission

* Candidates passing B.A Entrance Exam	= Rs. 2,030/-
* Candidates passing PUC Exam	= Rs. 1,850/-
* Candidates passing Inter Exam./ITI Exam.(2 Years)	= Rs. 1,950/-
* Candidates belonging to other States	= Rs. 2,250/-

I Year Tuition Fee includes:

- i) Rs. 50/- towards Registration fee
- ii) Rs. 100/- towards Admission fee
- iii) Rs. 300/- towards University Exemption fee
- iv) Rs. 800/- towards Tuition fee
- v) Rs. 300/- towards Stationery & Postage
- vi) Rs. 100/- towards Service Fee
- vii) Rs. 200/- towards Development Fee

II & III Year Tuition Fee includes

- i) Rs. 800/- towards Tuition Fee
- ii) Rs. 300/- towards Stationery & Postage
- iii) Rs. 100/- towards Service Fee

Note: In the case of fresh admission into the 2nd year or 3rd year the candidates are required to pay the following fee in first instalment.

- i) Rs. 50/- towards Registration fee
- ii) Rs. 100/- towards Admission fee
- iii) Rs. 300/- towards University Exemption fee
- iv) Rs. 800/- towards Tuition fee
- v) Rs. 300/- towards Stationery & Postage
- vi) Rs. 100/- towards Service Fee
- vii) Rs. 200/- towards Development Fee

Note: a) Candidates who passed the qualifying examinations of other Universities or Boards of Examinations other than Andhra Pradesh are required to pay the following amounts along with first instalment fee, in addition to other above.

- i) Rs. 300/- towards Recognition fee
- ii) Rs. 100/- towards Matriculation fee

- b) Candidates who have passed B.A. / B. Corn. Entrance Examination of Andhra University Under Liberalised Admission or who have passed the qualifying examination of Boards of Examination of Andhra Pradesh are required to pay an amount of Rs. 100/- only towards Matriculation fee along with the First instalment fee and need not pay recognition fee of Rs. 300/-.

Marks Qualifying for a pass:

A Candidate shall be declared to have passed the examination at the end of first / second / third year if he / she obtains not less than 35 per cent of marks in the above referred subjects.

Classification of Successful Candidates:

Successful candidates shall be placed in three classes on the basis of the total marks secured by them in the examination in the subjects held at the end of first, second and third years as follows, separately for Part I and Part II.

The first class consisting of those who obtain not less than 60 per cent, second class of those who obtain not less than 50 per cent and the third class of those who obtain not less than 35 per cent.

Any additional subject under Part - II after obtaining B.A.:

Candidates can study any additional subject like Special English, Special Telugu, etc. after obtaining B.A. degree from Andhra University only. Such candidates, will be admitted into III B.A and they have to pay Rs. 2,500/- as fees for the course with effect from April 2011.

They have to submit the following certificates:

- (a) Original B.A. degree and two Xerox copies of the same.
- (b) Date of Birth Proof.
- (c) Two copies of recent Photographs (passport size)
- (d) Crossed Demand Draft / SDE challan for Rs. 2,500/-
- (e) Identity Card.
- (f) Three address slips.

CHAPTER - III
B.Com. DEGREE
(Revised Common Core Syllabus)

Medium of Instruction :
English and Telugu

Eligibility for Admission:

I Year: Candidates who have passed the qualifying examination such as Pre-University (One Year or Two Year Course of Andhra University) H.S.C & M.P.S.L.C of the Government of Andhra Pradesh, Intermediate Examination of the Board of Intermediate Education, Andhra Pradesh or two year I.T.I, of Board of Technical Education, Government of A.P. after passing S.S.C. or any other examination of the State Boards or Universities recognised by the Andhra University as equivalent to the Pre-University Examination of the University.

(OR)

Candidates passing B.A/B.Com Entrance Examination conducted by this school are eligible for admission into B.A./ B.Com Degree Course.

- II Year:**
1. Those who appeared for the first year examination after studying in a regular college, in Andhra Pradesh only.
 2. Those who passed DCCP examination of 3 years duration conducted by State Board of Technical Education. Government of Andhra Pradesh.

DCCP candidates who are admitted into II Year B.Com., Degree have to take the following subjects of I year examinations also alongwith II year examinations.

Part I : 1. Second Language
2. Foundation course

Part II : 1. Industrial Organization and Management

(In the Pre-revised Syllabus)

III Year: Those who studied first and second years in a regular college, in Andhra Pradesh only. Candidates, who wish to join II / III years have to submit original Transfer Certificate issued by their earlier college along with the relevant marks statements, following other norms prescribed for it.

Duration of the Course :

The course of the study of B.Com., shall extend over a period of three years.

Course of Study :

Year-wise subjects / papers are given below.

Examination in each paper carries 100 marks and is of 3 hours duration The distribution of marks are given here under

I Year :

PART-I

		Marks Total
Paper 1	English	100
Paper 2	Telugu / Hindi / Sanskrit*	100
Paper 3	Foundation Course - I	100

PART - II : CORE SUBJECTS

Paper 4	Financial Accounting	100
Paper 5	Business Economics	100
Paper 6	Business Organisation & Management	100
Paper 7	Fundamentals of Information Technology (30+70) (Theory - 70, Practical - 30)	100
Paper 8	Computer Course	100

* Please See Page. 27

II Year:

PART-I

Paper 1	English	100
Paper 2	Telugu / Hindi / Sanskrit*	100

PART - II : CORE SUBJECTS

	Environmental Studies	100
Paper 3	Financial Accounting-II	100
Paper 4	Business Statistics	100
Paper 5	Financial Services - Banking & Insurance	100
Paper 6	Taxation	100
Paper 7	Computer Course (Office Automation Tools)	100

III Year:

PART - I

Paper 1	Foundation Course - II	100
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PART - II

Paper 1	Corporate Accounting	100
Paper 2	Cost & Management Accounting	100
Paper 3	Business Laws	100
Paper 4	Auditing	100
Paper 5	Accounting - I	100
Paper 6	Accounting - II	100

* **Note:** The candidates have to attend computer practical classes scheduled during the academic year. **Attendance at the Programme is compulsory.** Absentees will not be allowed to appear for the computer practical examination which carries 30 marks.

**Note: The total Fees Payable:

- * Candidates passing B.A./B.Com Entrance Exam = Rs. 2530/-
- * Candidates passing PUC Exam = Rs. 2400/-
- * Candidates passing Inter Exam./ITI Exam. = Rs. 2450/-
- * Candidates belonging to other States = Rs. 2750/-
- * In case of fresh admission into II year or III year = Rs. 2850/-

TUITION FEES :

	Rs.
I Year	2350/-**
II Year	1700/-
III Year	1200/-

I Year Tuition Fee includes :

- i. Rs. 50/- towards Registration Fee
- ii. Rs. 100/- towards Admission Fee
- iii. Rs. 300/- towards University Exemption Fee
- iv. Rs. 800/- towards Tuition Fee
- v. Rs. 300/- towards Stationery & Postage
- vi. Rs. 500/- towards Computer Lab Fee *
- vii. Rs. 100/- towards Service Fee
- viii. Rs. 200/- towards Development Fee

II Year Tuition Fee includes :

- i. Rs. 800/- towards Tuition Fee
- ii. Rs. 500/- towards Computer Lab Fee *
- iii. Rs. 300/- towards Stationery & Postage
- iv. Rs. 100/- towards Service Fee

III Year Tuition Fee includes :

- i. Rs. 800/- towards Tuition Fee
- ii. Rs. 300/- towards Stationery & Postage
- iii. Rs. 100/- towards Service Fee

* Computer lab fee for I year computer practicals collected in two instalments.

Note : In the case of fresh admission into the 2nd year or 3rd year the candidates are required to pay the following fee in first instalment, i.e., Rs. 2,850/-.

- i. Rs. 50/- towards Registration Fee
- ii. Rs. 100/- towards Admission Fee
- iii. Rs. 300/- towards University Exemption Fee
- iv. Rs. 800/- towards Tuition Fee
- v. Rs. 300/- towards Stationery & Postage
- vi. Rs. 1000/- towards Computer Lab Fees
- vii. Rs. 100/- towards Service Fee
- viii. Rs. 200/- towards Development Fee

Note: a) Candidates who passed the qualifying examination of other Universities or Boards of Examinations other than Andhra Pradesh are required to pay the following amounts along with first instalment fee; in addition to the above.

- i. Rs. 300/- towards Recognition fee
- ii. Rs. 100/- towards Matriculation fee

Marks Qualifying for a pass :

A candidate shall be declared to have passes the examination at the end of first / second / third year if he / she obtains not less than 35 percent of marks in the above referred subjects under part I and part II.

Classification of Successful Candidates :

Part I: Languages : Successful candidates shall be placed in three classes on the basis of total marks obtained by them after three years of study in all the subjects taken together separately in Part -1 and Part - II as follows :

The first consisting of those who obtain not less than 60 per cent, the second of those who obtain not less than 50 per cent and the third of those who obtain not less than 35 per cent.

CHAPTER - IV

CERTIFICATE COURSES IN COMPUTER

Courses Offered :

1. Certificate in Office Automation and Accounting.
2. Certificate in Office Automation and Internet Technologies.
3. Certificate in Office Automation and Multi-Media Technologies.

Object of the Course:

Certificate Courses are aimed at imparting Computer Literacy with lower end Programs to help learners to gain skills in order to secure employment or seek self-employment.

Medium of Instruction : English

Eligibility for Admission (Educational Qualifications):

- (a) (ii) Eligibility : A candidate should have Passed Intermediate or its equivalent examination as recognized by Andhra University or a Pass in B.A./B.Com/ Entrance test for admission into Degree Courses conducted by School of Distance Education or any University under Open System. Two year of ITI of Board of Technical Education. Govt. of A.P. after passing SSC or any other Examinations of the State Boards Recognised by AU or PUC of the University.
- (iii) Total Seats : 200 seats in each Course
- (iv) Admission Procedure : Admission procedure is based on merit duly following rules of reservation
- (v) Duration of the course : 6 Months

(b) Rules and Regulation for admission into the Certificate Course :

- (i) Duly filled-in Application for Admission along with relevant documents should be sent by registered post / delivered in person at the office of the Director, School of Distance Education, Andhra Pradesh, Visakhapatnam - 530 003 (AP). India, as specified. The candidate need not produce TC and MC.
 - (ii) Candidates seeking admission into these Certificate Courses should have Passed Intermediate or its equivalent examination as recognized by Andhra University or a Pass in B.A./B.Com/ Entrance test for admission into Degree Course conducted by School of Distance Education or any University under Open System.
 - (iii) The Director, School of Distance Education, Andhra University reserves the right to reject the application of the candidate at any stage if : (a) The application is incomplete (b) The application is not signed and attested (c) The Candidate fails to satisfy the eligibility conditions (d) any False or incorrect information is furnished (e) The entries in the application form are illegible (f) The application is received after the last date i.e. as notified. No correspondence whatsoever will be entertained with regard to rejection of application.
- (e) Original Certificate to be Enclosed to be Application :**
- 1. 10th class marks list with Date of Birth.
 - 2. Intermediate Pass Certificate

Course of Study :

(a) Program Structure and Distribution of Marks :

Scheme of Instruction and Examination of Certificate Courses Office Automation and Accounting

Sub Ref. No.	Name of the Course	No. of Sessions (60 Min) (Theory cum Practicals)	Maximum Marks
COAA-1	Office Automation (Theory cum Practicals)	30	100
COAA-2	Accounting Applications (Theory cum Practicals)	30	100
COAA-3	Project & Viva-Voce		100
	Total Marks		300

Office Automation and Internet Technologies

Sub Ref. No.	Name of the Course	No. of Sessions (60 Min) (Theory cum Practicals)	Maximum Marks
COAA-1	Office Automation (Theory cum Practical)	30	100
COIT-2	Internet Technologies (Theory cum Practicals)	30	100
COIT-3	Project & Viva-Voce		100
	Total Marks		300

Office Automation and Multimedia Technologies

Sub Ref. No.	Name of the Course	No. of Sessions (60 Min) (Theory cum Practicals)	Maximum Marks
COAA-1	Office Automation (Theory cum Practicals)	30	100
COMT-2	Multimedia Technologies (Theory cum Practicals)	30	100
COMT-3	Project & Viva-Voice		100
	Total Marks		300

- (b) Theory and Practical Classes during Personal contact Programm-cum-Practical Training : These shall be a personal contact programm cum practical training programm of 90 hours which will be conducted during the course of study in each Course. Attendance at **the Program is compulsory.**
- (c) **Note on Project Work :** All the students have to submit a project work report, designed and developed with Creative Skills. The Project report should be submitted before the commencement of the theory examinations.
- (d) **Conduct of Theory / Practical / Vica-voce Examinations and announcement of results :** Examinations will be held at the end of the Course in the above three papers for Max. Marks 100 in each paper with a duration of three hours including theory and Practicals for Paper-I and Paper - II

5. Course Fee Structure :

Nature of Fee	Fee Particulars
Registration Fee	50.00
Admission Fee	100.00
University Exemption Fee	100.00
Tuition Fee	500.00
Laboratory Fee	850.00
Stationary & Fee	100.00
University Development Fee	200.00
Service Fee	100.00
Examination Fee	300.00
Total Course Fee	Rs. 2300-000

Note :

- (i) Fee must be paid at the beginning of Course.
- (ii) Fee once paid will not be refunded.

6. Payment of Examination Fee :

The Examination fee for the Entire Examination will be Rs. 300.00 which is included in the Course Fee. While appearing for individual Subjects the Examination fee will be as follows.

- (a) For one Subject : Rs. 80.00 + Rs. 100.00
- (b) For the whole examination: Rs. 300

7. Marks Qualifying for a Pass :

A Candidate shall be declared to have passed the examination at the end of Examination if he/she obtains not less than 40% mark in the individual theory subject including Practical Examination as well as the entire Course marks put together. But the pass marks in the Project work Viva-Voce Examination is 50%

8. Classification of successful candidates :

The successful candidates in the Examination shall be arranged in four classes.

First Class with Distinction : Those who obtain 70% and above

First Class : Those who obtain 60% and above but less than 70%

Second Class : Those who obtain 50% and above but less than 60%

Third Class : Those who obtain 40% and above but less than 50%

9. Provision for Improvement :

Candidates who obtain third or second class in the respective course may re-appear again for the same examination to improve their class by appearing for the whole examination with existing regulations. Such re-appearances shall be limited to two chances only within two years after passing the examination.

CHAPTER - V

GENERAL INSTRUCTIONS

1. Any qualified candidate within India can apply for admission into School of Distance Education. Admission is restricted to the candidates residing in India.
2. Candidate studying other courses are also eligible for admission into the School of Distance Education.
3. Candidates who passed the higher examination should not apply for lower examination.
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 fulfil 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 admissions is over. However such of the original certificates which are required for record of the school will be retained and they will not be returned.

6. 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:

7. 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, Andhra University, Visakhapatnam.

Mailing of Communications :

8. All communications and course material will be mailed to the students by Express Parcel Post to the address of the students as per 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, course 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, depending on the merits of the case.

Identity Card :

9. The Identity Card issued to the candidate will be sufficient for the purpose of identification for the entire period of study in this School. If the Identity Card is lost, a fresh identity card will be issued on payment of **Rs. 50/-** during the Course of Study.

Payment of Tuition Fees :

10. The I year tuition fee has to be paid at the time of submission of application for admission.

The II and III year tuition fee has to be paid on the dates notified by the school.

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

Up to 2 months after the due date	Rs. 50/-
After 2 months	Rs. 200/-

11. Those candidates who wish to study Tamil / Kannada / Urdu / Malayalam / Oriya / Bengali / French Language for the second paper under Part I (ii) of B.A. / B.Com., / B.Sc. may do so, provided they make their own arrangements for preparation in these subjects as the school provides study material only for Telugu/Hindi/ Sanskrit. However, such option is not allowed in the case of group subjects.

The Candidate who selects a language not offered by the School is required to pay Rs. 10/- additionally to The Director, School of Distance Education, Andhra University, Visakhapatnam along with the first instalment tuition fee.

Change of Elective Subjects (s) / Medium :

12. i) The candidates who opt for a change in group subject in all courses and Second Language under Part I (i) in the case of B.A./B.Com., / B.Sc., have to pay the following fees Rs. 300/-
- ii) A candidate who would like to change the medium of instruction is required to pay an amount of Rs. 50/- for such a change.

Note : Prescribed application form should be used for effecting the change.

Name Corrections :

If a candidate applies for any correction of his / her name it shall be done based on S.S.C / or equivalent examination record or B.A / B.Com. Entrance Examination record as the case may be.

There shall be no fees if the candidate applies for it in I & II years of the study. However an amount of Rs. 500/- is payable if the candidate applies in the III year of study plus Rs. 25/- for every belated year thereafter.

Remittance to the School :

13. 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, SDE Branch, Visakhapatnam - 3.

If the Syndicate Bank is not available the demand draft may be drawn in favour of the **The Registrar, Andhra University**, payable at the State Bank of India. A.U. Campus, Waltair or any Nationalised Bank Payable at Visakhapatnam or by paying cash directly through the S.D.E. Challan at the **Syndicate Bank Branch** in the premises of **School of Distance Education, Andhra University, Visakhapatnam** between 10.00 am. to 4.00 pm. on all working week days and 10.00 am. to 1.00 pm. on 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.

SBI Bank Challans, Cheques, M.O.S and Postal Orders will not be accepted.

Fee Refund :

14. In respect of those candidates whose applications for admission are rejected by the School for any reason, 10 per cent of the tuition fee besides admission and registration fee of Rs. 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 any refund.
15. The employees of Andhra University, including retired employees and or their children, spouse are exempted from payment of tuition fee upto 50 per cent on the production of service certificate from the Registrar.

Information relating to Examinations :

16. 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 or can be downloaded from the university website.

17. **The Candidates will not be permitted to take the examinations unless they clear all the dues to the School.**
18. The Code Number of the candidate 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 or visit the University website periodically for such matters.
19. (i) A Candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidate wishes to appear for some papers only. There after the candidate can appear for any part or parts or papers.
- (ii) 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 I / II / III Year examinations together as the case may be, provided the candidate owes no dues to the school.
- (iii) 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.
20. Examination fee once paid will under no circumstances be refunded or held over for subsequent examinations.
21. The centres of Examinations are given in the Examination application form. The candidates may choose any one centre given therein. However, change of examination centre is not permitted. The administration reserves the right to allot or not to allot a particular examination centre depending upon administrative convenience.

Issue of Hall Tickets, Marks Statements and Provisional Certificates etc., :

22. (i) **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.

- (ii) The School of Distance Education will arrange to despatch marks statements and Provisional Certificate 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 candidate finds any delay in receiving the above he/ she may write a letter to the Director regarding the non-receipt of the same. The letter to the Director should contain all the particulars of examinations such as month and year of appearance, centre, Register number etc.,
- (iv) The particulars of fee prescribed for the issue of Study Certificate / Migration Certificate are as follows:

Migration Certificate	Rs. 250/- Plus	@ Rs. 25/- for
		every belated year
Study Certificate	Rs. 100/-	-do-

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 Triplicate Copy
* Marks Statement	Rs. 200**	Rs. 400**
* Migration Certificate	Rs. 400/-	Rs. 600/-
	(Police complaint along with Notary certificate)	
* Study Certificate	Rs. 100/-	Rs. 150/-
* Provisional Certificate	Rs. 200/-	Rs. 400/-

(In case of study certificate Duplicate (or) Triplicate not mentioned in the v.c's procs 27-12-10).

** Plus Rs. 30/- for every belated year
+ Plus Rs. 25/- for every belated year

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

Issue of Degree Certificate :

23. 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 : Rs. 500/-

Rs. 100/- additionally for each belated year from the year of passing.

Note : The candidate should use the prescribed application form which can be obtained from the office of the School of Distance Education or can be downloaded from the university website for the issue of Degree in Advance.

The payments towards prescribed fee for Degree Certificates are to be remitted in favour of The Registrar, A.U., Visakhapatnam through Demand Draft / SDE Challan.

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.

Filling of Examination Application Form :

24. The candidate has to send the duly filled in Application Form with the Demand Draft drawn in favour of 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 also. The signature of the candidate is necessary both in the Hall Ticket and the Examination Application Form. If the incomplete 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, Visakhapatnam after complying with the objection that is raised.

Particulars of Previous Pass / Appearance :

25. In case the candidate 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 and class obtained in each part, in the relevant columns of the Examination Application Form. However, this will not apply to the candidates who are appearing for the first time. The examination application form will be rejected if the previous pass/appearance particulars are not clearly noted.

Transfer Certificate :

26. The candidates are not required to submit transfer certificate and migration certificate for admission into any course. Candidates desirous of obtaining T.C. from the school shall have to submit the date of birth evidence.

Address Slips :

27. The candidates are required to send 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 the covering letter.
28. Any change of address of a candidate should be intimated atleast 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 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.
29. **Special Instructions to Candidates seeking admission into B.A/B.Com., after passing Entrance Examination.**
- a) Entrance Examination is only a qualifying Examination. Candidates who pass the examination are eligible for admission into B.A or B.Com., course as the case may be in the School of Distance Education only.

The eligibility - cum - marks statement of B.A/ B.Com., Entrance Examination which is submitted along with the application for admission will not be returned to the candidates.

- b) The candidates who have joined in the respective courses after passing the Entrance Examination are not eligible for transfer to any affiliated college. They have to continue the entire period of their Degree Course of study in the School of Distance Education only.
- c) The candidates who are admitted into B.A / B.Com courses after passing the Entrance Examination are not eligible to get T.C. in the middle of the study period.

Enquiries:

- 30. The students can make enquiries regarding courses, examination particulars etc., at the Enquiry Counter of the School of Distance Education or at the nearest Study Centre of the School or through telephone 98481 99155 or 7702257821.
- 31. Enquiries will be attended to in the office from 10.00 a.m. to 1.00 p.m. on all working days.
- 32. The Second Saturday in every month is a holiday to the School. The School observes the State Government holidays’.
- 33. The students are advised to clear all their doubts of administrative and academic nature during the time of personal contact Programme / week end class Programme.
- 34. Such of candidates under ‘New Scheme regulation’ who have not completed their degree, have to convert to ‘common core scheme’ regulations by following guidelines issued by the university vide press Communique No LI (2) / 2003 / 97 on 17.3.1998. (Please refer to university website for the guidelines).

CHAPTER - VI

Instructions for Filling the Application Form for Admission into the School of Distance Education

1. The application duly filled-in together with all the required 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 mention clearly the course of study and year for which he/she is seeking admission into the School of Distance Education.
3. The name of the student as well as his/her father/husband should correspond with those that are 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 correspond 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. One attested copy of each certificate must also be enclosed for the School record.
6. Application sent without tuition fees will be rejected. Incomplete applications will not be processed by the School and they will be rejected.
7. The following certificates in original are to be enclosed along with the application form:
 - a) Provisional Certificate of the qualifying examination passed (One attested copy is also to be enclosed along with original certificate).
 - b) Two copies of recent photographs (pass port size of the Candidas duly attested by a Gazetted Officer at the lower portion of each photo. One is to be affixed to the application and the other to be enclosed).

- c) **Receipt of Payment of fee :** Crossed Demand Draft / S.D.E. Challan.
- d) Date of Birth Extract.
- e) Entrance Eligibility - cum - Marks Statement in original in the case of candidates who passed Entrance Examination.
- 1) They should first obtain admission from the School of Distance Education in the respective course by duly submitting the filled-in admission application form along with necessary enclosures including T.C.
 - 2) After obtaining admission, the candidate has to visit the website : www.sbms.ap.gov.in and register himself / for fee concession online by filling the columns therein with necessary information including admission number (ID number) allotted by the School. After registering with the concerned authorities online, the same application form, as registered online should be downloaded and submitted to the School along with Xerox copies of necessary documents for further processing.
 - 3) Such candidates who fail to submit the copy of the filled-in application as submitted online, will lose entitlement of fee concession and they have to pay full fee for the course they took admission. University employees/ retired employees of the University have to enclose service certificate from the Registrar, Andhra University, Visakhapatnam if seeking fee concession.
- f) Identity card is to be enclosed duly signed and photo affixed.
- g) Three address slips duly filled - in are to be enclosed.
- h) Candidates seeking admission into B.A/B.Com., after passing Entrance Examination of Andhra University are required to pay the following amounts in addition to First instalment fee.
- | | |
|---|-----------|
| a. Matriculation fee | Rs. 100/- |
| b. Cost of Admission Application and Prospectus | Rs. 80/- |

II. For candidates *who* passed Intermediate or P.U.C.:

Candidates seeking admission into B.A./B.Com./B.Sc., courses who have passed the qualifying examination of Boards of Examinations of Andhra Pradesh are required to pay an amount of Rs. 50/- towards Matriculation fee in addition to the First Instalment fee. However, candidates who have passed P.U.C. Examination of Andhra University need not pay the aforesaid amount of Rs. 50/- towards Matriculation fee.

III. For candidates who passed the qualifying examination of other Universities /.Boards of Examination:

Candidates seeking admission into various courses who have passed the qualifying examinations of other Universities or Examinations of Boards of Examinations other than Andhra Pradesh are required to pay the following amounts in addition to the First Instalment Fee :

- | | |
|----------------------|-----------|
| a. Recognition Fee | Rs. 300/- |
| b. Matriculation Fee | Rs. 100/- |

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 applications forms with all 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 the Admission Notification for full details.

SCHOOL OF DISTANCE EDUCATION Visakhapatnam

పరీక్ష అప్లికేషన్ నింపేటప్పుడు గమనించవలసిన ముఖ్యమైన అంశాలు :

- ✦ గుర్తింపు కార్డులో మీకు ఇచ్చిన అడ్మిషన్ కోడ్ నెంబరు పూర్తిగా వ్రాయాలి. అలా రాయకపోతే పరీక్ష అప్లికేషన్ తిరస్కరించబడుతుంది.
- ✦ పరీక్ష అప్లికేషన్ ఫారమ్లో ఇవ్వబడిన ప్రతీ కాలమ్ నింపాలి. అలా నింపని అప్లికేషన్ తిరస్కరించబడుతుంది.
- ✦ పూర్తి పేరు, ఇంటి పేరు పెద్ద అక్షరాల్లో విడివిడిగా వ్రాయాలి.
- ✦ పరీక్ష రాసే పరీక్షా కేంద్రం (కాలేజీ) పేరు, దాని కోడ్ నెంబరు విధిగా వ్రాయాలి.
- ✦ పుట్టిన తేదీని స్పష్టంగా (10వ తరగతి) సర్టిఫికేట్లో ఉన్న విధంగా లేక అడ్మిషన్ అప్లికేషన్లో నమోదు చేసిన విధంగా ఎలా ఉంటే అలా వ్రాయాలి. (అభ్యర్థులు తన పుట్టిన తేదీని ఒక డైరీలో వ్రాసి కోర్సు అయ్యే వరకు తమ దగ్గర ఉంచుకోవాలి).
- ✦ ఫీజులు చెల్లించే బ్యాంక్ డిమాండ్ డ్రాఫ్టు వెనుక అభ్యర్థి పేరు, అడ్మిషన్ కోడ్ నెంబరు, ఫీజు ఏ కారణం కొరకు చెల్లించింది విధిగా వ్రాయాలి.
- ✦ ఇంగ్లీషు మొదటి భాష, ఇది తప్పనిసరి, రెండవ భాష (ఉదా॥ తెలుగు, హిందీ) ఏది కావాలంటే దానిని అందుకొరకు ఇచ్చిన కాలమ్లో విధిగా వ్రాయాలి. గ్రూప్ పేపర్లు ఏ భాషలో వ్రాస్తారో కూడా విధిగా వివరించాలి.
- ✦ మీరు రాసే గ్రూప్ సబ్జెక్టుల పేర్లు, వాటి కోడ్ నెంబర్లు స్పష్టంగా వ్రాయాలి.
- ✦ పరీక్ష అప్లికేషన్లో ప్రధాన, నకలు హాలు టీకెట్లు జతపరచబడి ఉంటాయి. ఈ హాలు టీకెట్లలో అడ్మిషన్ కోడ్ నెంబరు, అభ్యర్థి రాసే ప్రతి పేపరు పేరు, దాని కోడ్ నెంబరు స్పష్టంగా వ్రాయాలి.
- ✦ మీరు మొదటి సంవత్సరం ఏ పరీక్షా కేంద్రం (కాలేజీ)లో వ్రాస్తారో అదే కేంద్రంలో మిగిలిన అన్ని పరీక్షలు కోర్సు పూర్తి అయ్యే వరకు రాయవలసి వుంటుంది.

✦ మీరు పరీక్ష అప్లికేషన్ నింపేటప్పుడు, అంతకు ముందు రాసిన పరీక్షల రిజిస్టర్ నెంబర్లు పేపర్ల పేరు లాంటివి అందుకు ఉద్దేశించిన కాలమ్స్ లో విధిగా వ్రాయాలి. అలా రాయని పరీక్ష అప్లికేషన్లు తిరస్కరించబడతాయి.

✦ మీ మార్కుల జాబితాల ట్రూ కాపీలు పాస్ / ఫెయిల్ అయినవే కాక ఆబ్సెంట్ అయినవి కూడా కలిపి పరీక్ష అప్లికేషన్ కు తప్పనిసరిగా జతపరచవలెను.

✦ మీరు ఇప్పుడు రాస్తున్న పరీక్షకు అంతకు ముందు రాసిన పరీక్షకు మధ్య ఒక సంవత్సరానికి మించి జాప్యం జరిగితే అందుకు గల కారణాల్ని వివరిస్తూ ఒక పూచీకత్తు (Undertaking) ఇవ్వాలి.

✦ మీ పరీక్ష అప్లికేషన్ కు ఇతర పత్రాలు క్రింది ఇవ్వబడిన వరుస క్రమంలో రెండు, మూడు పేజీల మధ్యలో జతపరచాలి.

1. బ్యాంకు డిమాండ్ డ్రాఫ్టు లేదా దూరవిద్యా కేంద్ర ఆవరణలోని సిండికేటు బ్యాంకులో చెల్లించిన చలానా.
2. గతంలో వ్రాసిన పరీక్షల మార్కుల జాబితాల ట్రూ కాపీలు.
3. మీరు వ్రాసిన ఉత్తరం లేక పూచీకత్తు.
4. రసీదు కార్డు / గుర్తింపు కార్డు కాపీ, హాల్ టికెట్టు కొరకు మీరు ఎంపిక చేసుకున్న కాలేజీకి (పరీక్ష ప్రారంభానికి మూడు రోజుల ముందుగా) వెళ్లి తీసుకోవలెను.
5. రెండు ఎడ్రస్సు వ్రాసిన కవర్లు.
6. గుర్తింపు కార్డు జెరాక్స్ కాపీ.

✦ పరీక్ష అప్లికేషన్ పంపేముందు దూరవిద్యా కేంద్రానికి చెల్లించవలసిన ఫీజులు అన్నీ చెల్లించబడి ఉండాలి.

✦ విద్యార్థులకు ప్రత్యేక సూచన : మీరు దూరవిద్యా కేంద్రానికి చెల్లించిన ఫీజుల మొత్తం, అవి చెల్లించిన తేదీలు, డిమాండ్ డ్రాఫ్టులు తీసుకున్న తేదీలు, మరియు వాటి నెంబర్లు, ఫీజులు చెల్లించిన కారణాలు అన్నీ ఒక డైరీలో రాసుకొని వుంచవలెను.

పై విషయాలన్నీ విద్యార్థులు కడు జాగ్రత్తగా చదివి అవగాహన చేసుకొని అప్లికేషన్ జాగ్రత్తగా నింపాలి.

డైరెక్టరు

REAPPEARANCE PROVISION FOR IMPROVEMENT

Candidates who are declared to have passed the Degree Examinations are permitted to reappear only theory examinations for the whole examinations in Part I or Part II of I, II or III Year(s), if they so desire for improvement of their class irrespective of their pass in examinations in full, subject to the following conditions.

1. Candidates shall not be permitted to reappear in individual subjects.
2. Candidates shall be required to pay the amount prescribed towards the reappearance fee besides examination fee.
3. Candidates who have already secured First Class are not eligible to appear for betterment examination.
4. The candidates shall be permitted to retain their earlier better results or the later better results as the case may be without any clubbing.
5. The candidates shall be permitted to avail two chances within two consecutive years from the date of passing the degree. Such candidates should be required to take the examinations as per the current regulations and syllabi in force.
6. The Candidate shall be permitted to appear either Part-1 whole (OR) Part-II whole for I, II & III years.

** All the failed candidates are permitted to appear for the supplementary examinations.

*** Candidates are also eligible to appear for the instant examination, provided they have only one subject for the completion of the Degree in Third Year and must have already passed all the subjects in I & II years of Degree.

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

The candidate is advised to retain this copy of the Prospectus till the course is completed/or the purpose of clarification of rules and regulations concerning the course

CONTACT US

Director, School of Distance Education, Andhra University, Visakhapatnam - 530 003 Andhra Pradesh, INDIA.	Phones : 0891-2844142 0891-2550223 0891 - 2575745 Fax: 0891-2575752
UG and Certificate Courses Admissions, schedule of classes and also B.Com. / B.Sc. Practicals	E-I Section : 0891 -2844162,7702257811
UG Courses Examinations	E-II Section: 0891 -2844163,7702257812
PG Courses' Admissions, Schedule of classes and Examinations	E - III Section: 0891 -2844164,7702257813
BE/B.Tech./MBA/ MCA/ MHRM/LLM/ PG Diploma/Diploma courses admissions schedule of classes and Examinations	E - IV Section: 0891 -2844146,7702257814
Information regarding Fees dues, TC/PC/MC/OD/Study Certificates/ Marks Lists or Duplicates	Learner Interface: 0891 -2844143 7702257821 9848199155
General Information	Enquiry: 0891 - 2754966 or 9848199155
Reading / Course Material	Course Material Section: 0891-2844145 7702257818

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.

STUDY CENTRE CELL NUMBERS

	Cell No.
AU SDE Study Centre (Srikakulam)	7702257823
AU SDE Study Centre (Vizianagaram)	7702257824
AU SDE Study Centre (Kakinada)	7702257825
AU SDE Study Centre (Rajahmundry)	7702257826
AU SDE Study Centre (Eluru)	7702257827
AU SDE Study Centre (Vijayawada)	7702257828
AU SDE Study Centre (Guntur)	7702257829
AU SDE Study Centre (Hyderabad)	7702257830

RECORD OF FEE PAYMENT PARTICULARS

Name :

Code Number :

B.A./B.Com/B.Sc.	Amount	D.D.No.	Date	Name of Bank
Admission Fee Examination centre Examination fee				
II Year Tuition Fee : Examination centre Examination fee				
III Year Tuition Fee : Examination centre Examination fee				

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

Name :
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Address :
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.....
..... Pin Code No. :
Ph. No.: Cell No.:

Name :
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Address :
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..... Pin Code No. :
Ph. No.: Cell No.:

Name :
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Address :
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..... Pin Code No. :
Ph. No.: Cell No.: