

**SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY**



PROSPECTUS

with
(Application Form)

**POST - GRADUATE SCIENCE COURSES
(Organic Chemistry / Botany / Zoology)**

Visakhapatnam - 530 003
(Andhra Pradesh)

Phone : 0891 - 2844164
Cell : 98481 - 99155
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By hand : Rs. 250/-
By post : Rs. 300/-

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SubbalakshmiNagar, Visakhapatnam - 16

PREFACE

Greetings from the School of Distance Education. We always wish to respond to the changing educational needs of the society. Teachers at different levels and other aspiring learners have been feeling that their needs for higher education in Science courses have not been adequately met by the conventional system. Widening the access to PG courses in Science is required to meet this demand. The University has permitted the School of Distance Education to respond to this demand by introducing Science courses at M.Sc. level in Organic Chemistry, Botany and Zoology. Learners after enrolment, will be provided access to different media of learning. The intention is to help the learners in various ways.

This prospectus contains the rules, regulations and other aspects governing the course. You are advised to go through the prospectus carefully before joining the course. Further you are advised to be in touch with the School, without seeking the assistance of private agencies / organisations. We would be happy to clarify your doubts at every stage and we always strive to reach your expectations.

Prof. N.L. NARASIMHA RAO
DIRECTOR

CONTENTS

Chapter	Subject	Page No.
I.	School of Distance Education : A Brief Profile	6
II.	Courses Offered	11
III.	Special Instructions	19
IV.	General Instructions	22
V.	Instructions for Filling the Application Form	30

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 Courses 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.A. (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 on wards. Offering these courses is expected to benefit employees working as Teachers, Laboratory staff etc. B.E./B.Tech in Civil, Mechanical, Electrical, Electronics & Chemical branches were also started during the same year.

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 material is the main source 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 (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.

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 (104.6MHz) from 6.00 a.m. to 10.00 a.m. and 6.00 p.m. to 10.00p.m. every day. It is available around 100 kms. radius of Visakhapatnam city.

Phone-in Programme to Clarify the doubts of students is Organised on II and IV Fridays of every month from 7.00 p.m. to 7:30 p.m.

STAFF PATTERN OF THE SCHOOL-TEACHING STAFF

DIRECTOR :

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

PROFESSORS :

- | | |
|---|----------------------------------|
| 01. Prof. P. Hrushikesava Rao, M.Com., Ph.D. | Commerce |
| 02. Prof. P. Krishna Prasad, M.A., Ph.D. | Politics & Public Administration |
| 03. Prof. L.D. Sudhakara Babu, M.A., Ph.D. | Economics |
| 04. Prof. B.Ch. Krishna Murthy, M.A., Ph.D. | Economics |
| 05. Prof. V. Simmanna, M.A., Ph.D. | Telugu |
| 06. Prof. K. Vijayakumar, M.A., Ph.D. | Sociology |
| 07. Prof. B. Sudhakara Reddy, M.A., Ph.D. | History |
| 08. Prof. Ch. Subrahmanyam, M.A., Ph.D. | Economics |
| 09. Prof. K. Parameswara Rao, M.A., Ph.D., D.A.S., P.G.D.T. | Economics |
| 10. Prof. M.Bilmoria Rani, M.A., Ph.D. | Sociology |
| 11. Prof. B. Mohini, M.A., Ph.D. | Hindi |
| 12. Prof. J. Ramu Naidu, M.A., M.Ed., Ph.D., P.G.D.E.S. | Economics |
| 13. Prof. T. Nirmala Jyothi, M.A., M.A., P.G, D.S.S., Ph.D. | Education |
| 14. Prof. G.S.V. Prasada Raju, M.Tech., Ph.D. | Computer Science |

ASSOCIATE PROFESSORS :

- | | |
|---|-----------|
| 15. Dr. B.Raj Kumar, M.Com., B.Ed., Ph.D. | Commerce |
| 16. Dr. P. Hariprakash, M.A., Ph.D. | Economics |

ASSISTANT PROFESSORS :

- | | |
|--|-----------|
| 17. Sri. M.V. Rajakumar, M.A., (Selection Grade) | English |
| 18. Mrs. P. Vijaya Ratnam, M.A., M.A (Education) | Education |

TEACHING ASSOCIATES :

- | | |
|--|----------------------------------|
| 19. Sri. C.V. Krishna Rao | Faculty of Engg. |
| 20. Sri. G. Sri Ram, M.C.A | Computers |
| 21. Dr. S.R. Subhani, M.A., M.Phil., Ph.D. | Politics & Public Administration |

ADMINISTRATIVE STAFF:

- | | |
|--|---------------------|
| 22. Smt. Y. Anjana Devi, M.A. | Joint Registrar |
| 23. Sri. N. Hanumantha Rao, M.A., B.L. | Deputy Registrar |
| 24. Sri. B. Nageswara Rao, M.A., B.L., PGDPR | Assistant Registrar |

SUPERINTENDENTS

- | | |
|--|---|
| 25. Sri. P. Suryanarayana | Examination - I |
| 26. Sri. P. Sankara Rao, B.Com. | Examination - II
and
Course Section |
| 27. Smt. U. Sujatha Kumari | Examination - III |
| 28. Sri. S. Nageswara Rao, B.A | Examination - IV |
| 29. Sri. H. Ranga Rao, M.A., B.L.I.Sc. | Confidential Section |
| 30. Smt. B. Baleswari | Accounts Section |

LIBRARY

- | | |
|-------------------|-------------------|
| 1. Sri. B. Demudu | Library Assistant |
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CHAPTER - II

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 subjects.

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 : At the end of first year the candidate has to appear for M Sc Organic Chemistry Previous examination and final examination with a gap of one year thereafter.

COURSE STRUCTURE

First Year

Paper	Title	Examination	
		Time	Marks
I	General Chemistry	3hrs	100
II	Inorganic Chemistry	3hrs	100
III	Organic Chemistry	3hrs	100
IV	Physical Chemistry	3hrs	100
Practical -I	Inorganic Chemistry	6hrs	*100
Practical -II	Organic Chemistry	6hrs	**100
Practical -III	Physical Chemistry	6hrs	*100
	*Practical 75, Viva-Voce 15, Record 10 = Total 100		
	**Practical 50, Assessment 25, Viva-Voce 15 and Records 10 = Total 100		

Final Year

V	Organic Reaction Mechanism	3hrs	100
VI	Organic Spectroscopy	3hrs	100
VII	Organic Synthesis	3hrs	100
VIII	Natural Products and Biopolymers	3hrs	100
Practical - I	Analysis of Organic compound involving two components	6hrs	*100
Practical - II (i)	Synthesis of an Organic mixtures involving three stage preparation	9hrs	***150
Practical - III (ii)	Estimation of Functional group in organic compound Comprehensive Viva-Voce and Record.	3hrs	50

* Practical 75, Viva- Voce 15, Record 10 = Total 100

*** Practical 125, and Assessment Marks 25 = Total 150

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 subjects.

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 : At the end of first year, the candidate has to appear for M.Sc. Botany Previous examination and final examination with a gap of one year thereafter.

COURSE STRUCTURE

First Year

Paper	Title	Examination	
		Time	Marks
I	Biology and Diversity of Algae, Fungi, Bacteria and Viruses.	3hrs	100
II	Biology and Diversity of Bryophytes, Pteridophytes and Gymnosperms.	3hrs	100
III	Plant Development, Plant Reproduction and Plant Tissue Culture.	3hrs	100
IV	Taxonomy of Angiosperms, Plant Resources, Utilization and Conservation.	3hrs	100
V	Cell-biology of Plants, Cytology, Genetics and Plant Breeding.	3hrs	100

Practical-I	Biology and Diversity of Algae, Fungi, Bacteria and Viruses, Bryophytes, Pteridophytes and Gymnosperms	4hrs	100
Practical-II	Taxonomy of Angiosperms, Plant Development, Plant Reproduction, Plant Resources, Utilization and Conservation	4 hrs	100
Practical-III	Tissue Clture, Cell Biology of Plants, Cytology, Genetics and Plant Breeding	4hrs	100
	Viva - Voce		25
	Assignment		25
	Total Marks		850

Final Year

VI	Plant Ecology	3hrs	100
VII	Plant Physiology and Metabolism	3hrs	100
VIII	Cytogenetics, Chromosome Mapping. Molecular Biology of Plant and Genetic Engineering :	3hrs	100
IX	Elective - I		100
X	Elective - II		100
Practical-IV	Plant Ecology, Plant Physiology, Metabolism. Cytogenetics. Chromosome Mapping, Molecular Biology of Plants and Genetic Engineering	4hrs	100
Practical-V	Elective - I	4hrs	100
Practical-V	Elective - II	4hrs	100
	Viva-Voce		25
	Assignment		25
	Total Marks		850

Elective subjects : Any two of the following subjects

- 1) Applied Phycology
- 2) Plant Pathology
- 3) Advanced Cytogenetics
- 4) Plant Bio-systematics

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 subjects.

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 : At the end of first year, the candidate has to appear for M.Sc. Zoology Previous examination and final examination with a gap of one year thereafter.

COURSE STRUCTURE

First Year

	Title	Marks	Time
Paper - I	Biosystematics, Taxonomy and Gamete Biology	100	3Hrs
Paper - II	Quantitative Biology, Population Genetics and Evolution	100	3Hrs
Paper - III	Comparative Endocrinology and General Physiology	100	3Hrs
Paper - IV	Molecular Cell Biology and Tools and Techniques	100	3Hrs

Practicals

Practical - I	Biosystematics, Gamete Biology, Quantitative Biology and Population Genetics	100	3Hrs
Practical - II	Comparative Endocrinology, General Physiology, Molecular Cell Biology and Tools and Techniques	100	3Hrs
	Viva-Voce		25
	Assignment		25

Final Year

	Title	Marks	Time
Paper-V	Structure, Functions of Invertebrates and Comparative Anatomy of Vertebrates.	100	3Hrs
Paper-VI	Population Ecology and Animal Behaviour	100	3Hrs
Paper-VII	Ichthyology and Aqua Culture	100	3Hrs
Paper-VIII	Medical Parasitology and Veterinary Parasitology	100	3Hrs

Practicals

Practical-I	Invertebrates, Vertebrates, Population Ecology and Animal Behaviour	100	3Hrs
Practical-II	Ichthyology, Aqua Culture, Medical and Veterinary Parasitology	100	3Hrs
	Viva-Voce	25	
	Assignment	25	

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 for Viva- Voce shall be 50%.

Classification of successful candidates :

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 candidates 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 Rs. 500/- per paper in prescribed format.

Provision for Improvement

Provision for Improvement is allowed within a period of **Three Years** from the year of passing the respective PG Degree examination. Hence, the candidates are eligible to take whole examination either previous or final under this provision.

Further, **Paper-wise Improvement** is also allowed to them by restricting to only **one chance** immediately after passing the respective PG degree examination. An amount of Rs. 1,000/- is to be paid towards improvement fee per year besides the usual examination fee.

Fee Structure	I year	II year	Total fee
Registration fees	50/-	--	
Admission fees	100/-	--	
University Exemption Fees	300/-	--	
Tuition Fees	11,000/-	6,950/-	
Stationary and Postage	150/-	150/-	
Service Fees	150/-	150/-	
University Development Fees	500/-	500/-	
	<u>Rs.12,250/-</u>	<u>Rs.7,750/-</u>	Rs.20,000/-

The candidates are required to pay Rs. 12,250/- at the time admission and Rs. 7,750/- towards II year fee on or before the dates circulated to the candidates.

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.

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 student 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 Rs 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 :

upto 2 months after due date	Rs. 50/-
after 2 months	Rs. 200/-.

8. **Change of Elective subject(s):** The candidates who opt for a change in elective subject have to pay the fee Rs. 300/- (in case candidate request for).

9. **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 and 10-00 a.m. and 1-00 p.m 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.**

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

10. **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 Rs. 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.

11. **Fee Concessions :** The employees of Andhra university and or their children/spouse are exempted upto 50 per cent from payment of tuition fees on the production of service certificate from the Registrar. The fee concession of 50 per cent is also available to the children/spouse of retired employees of the University.
12. **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.
13. The candidates will not be permitted to take the examinations unless they clear all the dues to the School.
14. 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.
15. (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 no 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.

16. Examination fee once paid will under no circumstances be refunded or held over for subsequent examinations.
17. 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 finds any delay in receiving the above, he/she may write to the Director regarding the non-receipt of the same. The letter to the Director should contain all the particulars of examination such as month, and year of appearance, Center, Register 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	:	Rs.250/- Plus @ Rs. 30/- for every belated year.
Study certificate	:	Rs. 100/- Plus @ Rs. 25/- for every belated year.

However candidates who wish to obtain duplicate copies or triplicate copies of the Marks Statements/Provisional Certificate have to pay the following fees.

	For Duplicate copy	for Triplicate -copy
Marks Statement	Rs.200/- *	Rs.400/- *
Provisional Certificate	Rs.100 (within one year only)	Rs.150/- (within one year only)
Migration Certificate	Rs.400/- ** (Police complaint along with Notary Certificate)	Rs 600/- **
Study certificate	Rs.100/-	Rs.150/-

* Rs.30/- For every belated year.

* 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 Register and send the same along with a requisition letter to the Director, School of Distance Education, Andhra University, Waltair.

18. Issue of Degree Certificate : The office of the School of Distance Education will arrange to issue the degree Certificate to all the candidates of the School of Distance Education on payment of prescribed fee as under. For issue of Degree in Advance. Rs.500/-.

(i) Old degree as per the existing rates
(Revised after every convocation)

(ii) Duplicate Original Degree
Rs. 1500/- plus Rs. 50/- for each belated year.

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/S.D.E. Challan.

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

19. **Filling of Examination Application Form :** The candidate has 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 given in the Application Form before filling. The candidate should note that the Application form contains the Hall Ticket and Examination Application Form. Incomplete Application are liable to be rejected.

In case the Application is returned to the candidate due to any objection, the candidate has to re-submit the same directly to the Director, School of Distance Education, Andhra University, after complying with the objection is raised.

20. Transfer Certificate : The candidates are not required to submit transfer certificate and Migration, certificate for admission into any course. However, candidates desirous of obtaining T.C. from the school have to submit proof of Date of Birth evidence.

21. **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.

22. Any change of address of a candidate should be intimated at least 15 days in advance by Registered Post to ensure prompt receipt of all correspondence from the school. Frequent changes of address cannot be entertained.

23. 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) Rs.1,000/- 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.

24. **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 or 0891-2754966.

Enquires will be attended to in the Office from 10.00 a.m to 1.00 p.m. on all working days.

25. The second Saturday in every month is holiday to the school. The School observes the State Government holidays.

26. The students are also advised to clear all their doubts of administrative and academic nature during the time of Personal Contact Programme.

27. The University reserves the right to offer or not to offer any course.

*(*Challan paid in the Syndicate bank in the premises of the School of Distance Education. A.U., Visakhapatnam only or in the cash counter of the School of Distance Education.)*

CHAPTER - V

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

1. The application duly fill- in together with all the required enclosures should reach the Director, School of Distance Education, Andhra University, Visakhapatnam - 530003 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 Certificates/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 certificate 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) Receipt of payment of fee : Crossed Demand Draft / S.D.E. Challan.
- e) Identity Card is to be enclosed duly signed and photo affixed.
- f) Three address slips duly filled- in are to be enclosed.

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

Candidates seeking admission into various courses who have passed the qualifying examination of other Universities or Examination of Board of Examinations. Other than Andhra Pradesh are required to pay the following amounts in addition to the first instalment fee.

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

RECORD OF FEE PAYMENT PARTICULARS

Name :

Code Number :

M.Sc.	Amount	D.D.No.	Date	Name of Bank
Admission Fee : (Ist Year)				
Examination centre				
Examination fee				
IInd Year Fee :				
Examination centre				
Examination fee				

(Candidates are advised to keep a record of payment of various fees 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 given on the spot and all original certificates 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 clarification of rules and regulations concerning the course.

CONTACT PHONE NUMBERS

Name & Address	Director, School of Distance Education, Andhra University Visakhapatnam - 530 003 Phones : 0891-2844142 0891-2550223 0891-2575745 Fax : 0891-2575752
UG and Certificates courses	E-I Section : 0891-2844162 7702257811 E-II Section : 0891-2844163, 7702257812
Admissions, Schedule of classes and also B.Com./B.Sc., Practicals UG Courses Examinations	E-III Section : 0891- 2844164, 7702257813
P.G. Courses Admissions,schedule of Classes and Examinations	E-IV Section : 0891-2844146, 7702257814
Professional Courses/Diploma/PG Diploma courses Admissions,	0891-2548522 0891-2844146
Schedule of classes and examination MBA/ Executive MBA courses Admissions schedule of classes and Examinations	Confidential Section : 0891-2844158
Revaluation / Instant Examination Results	Learner Interface : 0891-2844143 9848199155
Information regarding Fees dues, TC/PC/MC/OD/Study certificates Markslists/ or duplicates	Enquiry : 0891-2754966 or 9848199155
General Information	Course Material Section: 0891-2844145, 7702257818 (UG) 7702257819 (PG)
Reading / Course Material	

Name :
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Address :
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