

SCHOOL OF DISTANCE EDUCATION ANDHRA UNIVERSITY



POST - GRADUATE COURSE

MASTER OF JOURNALISM AND
MASS COMMUNICATION (MJMC)

PROSPECTUS

Visakhapatnam - 530 003
(Andhra Pradesh)

Phones : 2754966, 2844164, 2550223

Cell : 98481 - 99155

website : [www andhrauniversity.info/sde](http://www.andhrauniversity.info/sde)

Cost of Prospectus

By Hand : Rs. 100/-

By Post : Rs. 150/-

Downloaded application should be sent along with a
DD for Rs.100/- together with admission fee

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PREFACE

Welcome to the exciting world of Journalism. Journalism as you are aware is concerned with collecting, reporting and analyzing information consisting of current affairs, issues, trends and people. It has a vital role to play in a country like ours, which is perhaps the biggest democracy in the world. The seminal role of a vibrant press, therefore, can not be underscored.

We are currently experiencing a media explosion. While newspapers in Europe and America are losing their readership annually, the Indian print media is growing stronger day by day with bigger circulation and market avenues. Journalism, therefore, has tremendous employment scope as media moghuls are opening new channels or newspapers regularly.

To get jobs in journalism in India, you need to be well versed with the intricacies of the profession. Journalism jobs in India are in plenty and growing with evolving media industry. With this scenario in mind, the School of Distance Education has launched the **Master of Journalism and Mass Communication** Course. For those of you, who are already working in the field, this course offers an opportunity of formalizing you with what you have already learnt on the field. For fresh candidates, there are a plenty of opportunities in print, electronic and web media after completion of the course.

With best wishes,

DIRECTOR

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CHAPTER - 1
SCHOOL OF DISTANCE EDUCATION
A BRIEF PROFILE

Distance Education is a well tried modern 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 of higher education to disadvantaged sections of the society, Initially B.A., and B.com., courses under open system were introduced in 1976.

M.A. (Economics) and M.Com. courses were started in the academic 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 has 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 1980-90.

- | | | |
|------------------|-------------------|-----------------|
| 1. MA (Hindi) | 2. MA (Telugu) | 3. MA (History) |
| 4. MA (Politics) | 5. MA (Sociology) | |

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

- 1) P.G. Diploma in Personnel Management & Industrial Relation (H.R.M)
- 2) P.G. Diploma in Voluntary Welfare Organisations / Management of Voluntary Organisations (MVO)
- 3) PG Diploma in Travel & Tourism Management.
- 4) M.A. Philosophy.

M.A. (Education) and M.L.I.Sc. are offered from 2003-04 onwards.

During the Academic Year 2005 L.L.M, M.Sc in Botany, Zoology, Physics and Organic Chemistry, B.E/B.Tech in Civil, Electrical, Electronics, Mechanical and Chemical Engineering branches were introduced. Further during the Year 2006, MCA, MBA (Executive) and MHRM Courses were introduced.

The School of Distance Education is run by skilled teachers and educational administrators who always strive to reach high academic standards. A student who is enrolled into this School studies the same syllabi, and is awarded the same degree as in the case of regular students of this University.

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

Print material is the main stay of instruction supplemented by Week-end classes and Annual Personal Contact programme classes 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 our academic staff. During these programmes the teachers will give an extensive review of the subject and clarify the doubts of the students. Besides Visakhapatnam, the School is organizing Personal Contact Programme classes.

Week-end classes are also held at other centres also depending upon enrolment.

The schedule of the centres and subjects offered will be sent to the students.

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 of this facility on F.M. Channel (103.6MHz) from 6.00 a.m. to 10.00 a.m. and 6.00 p.m. every day, It is available around 100kms. radius of Visakhapatnam city. Separate communication will be sent to the students regarding the programmes being broadcast every day.

Phone-in Programme to clarify the doubts of students is organised on II and IV Fridays of every month from between 7pm and 7:30 pm.

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. Political Science & 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

ASSOCIATE PROFESSORS :

12. Dr. B.Raj Kumar, M.Com., B.Ed., Ph.D. Commerce
13. Dr. J. Ramunaidu, M.A., M.Ed., Ph.D., P.G.D.E.S. Economics
14. Dr. P. Hariprakash, M.A., Ph.D. Economics
15. Dr. T. Nirmalajyothi, M.A., M.A., P.G, D.S.S., Ph.D. Education
16. Dr. G.S.V. Prasada Raju, M.Tech., Ph.D. Computer Science

ASSISTANT PROFESSORS :

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

TEACHING ASSOCIATES :

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

ADMINISTRATIVE STAFF

- | | |
|--|-----------------|
| 22. Sri Y. Anjana Devi, M.A. | Joint Registrar |
| 23. Sri N. Hanumantha Rao,M.A,B.L | DeputyRegistrar |
| 24. Sri B.Nageswara Rao M.A, BL, PGDPR | Asst.Registrar |

SUPERINTENDENTS :

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

LIBRARY :

- | | |
|-----------------------|---------------|
| 30. Sri S.Laxmana Rao | Library Asst. |
|-----------------------|---------------|

CHAPTER - II
MASTER OF JOURNALISM AND MASS
COMMUNICATION (MJMC)
SEMESTER - I

Eligibility for Admission :

1 Year : A candidate seeking admission into the I Year MJMC shall be required to have passed :

Any Bachelor degree of this university (other than BFA) or any other university recognized by the Academic Council.

Duration of the Course :

The course of study for Master of Journalism and Mass Communication shall extend over a period of two academic years.

Medium of Instruction & Examination : English only

Academic Requirements :

- a) The two-year study consists of theory papers and assignments. (See Annexure)
- b) No student shall be allowed to appear for the examinations both the theory and assignments unless he/she produces a certificate of completion of all the academic requirements.

Improvement provision :

The candidates declared to have passed in the examination of the MJMC course can reappear for the same examination after completing the course to improve their marks in the succeeding three years.

Annexure

SCHEME OF EXAMINATION

Subject Code	Subject Title	Theory Paper	Duration	Assignments	Total Marks
Max. Marks					
1st year					
MJ 101	History of Journalism	80	3 hours	20	100
MJ 102	Reporting and Feature Journalism	80	3 hours	20	100
MJ 103	Communication Theory	80	3 hours	20	100
MJ 104	Advertising	80	3 hours	20	100
MJ 105	Radio Journalism	80	3 hours	20	100
MJ 106	Media Laws	80	3 hours	20	100
MJ 107	Editing and Print Media	80	3 hours	20	100
MJ 108	Media Management	80	3 hours	20	100
2nd Year					
MJ 201	Cultural Communication	80	3 hours	20	100
MJ 202	Development Communication	80	3 hours	20	100
MJ 203	Public Relations	80	3 hours	20	100
MJ 204	Environment Communication	80	3 hours	20	100
MJ 205	Television Journalism	80	3 hours	20	100
MJ 206	International Communication	80	3 hours	20	100
MJ 207	Research Methodology	80	3 hours	20	100
MJ 208	Comprehensive Viva				100

Fee Particulars and Marks Qualifying for a Pass

A. Tuition Fee for Master of Journalism and Mass Communication Course is payable in a single instalment :

1 Year : Rs. 7,000/-

II Year : Rs. 5,000/-

B. Marks Qualifying for a Pass for MJMC course :

A candidate shall be declared to have passed the MJMC examination if he/she obtains not less than 40 percent of the total marks and not less than 30 percent in each paper. All other candidates shall be deemed to have failed in the examinations.

Classification of Successful Candidates :

The names of the successful candidates at the MJMC Degree Examination shall be arranged in the order in which they are registered for the examination in three 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 percent of the total marks.

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

Third Class : Those who obtain not less than 40 percent of the total marks.

CHAPTER - III

GUIDELINES FOR ANSWERING ASSIGNMENTS

1. Assignments constitute the continuous evaluation which carry a weightage of 20 percent in each course. There will be one assignment for each course. The candidates should answer compulsorily all the assignments for all subjects.
2. The main purpose of the assignment is to test the student's comprehension of the course material sent to him / her and also to help him / her in getting through the courses. The information given in the printed course material should be sufficient for answering the assignments. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to School of Distance Education, Andhra University before the due date. It is desirable that the student should retain a copy of all assignment responses which he/she submits.
3. Answering Assignments :

While Answering Assignments :

- i) A student should read the assignment carefully and follow the specific instructions, if any.
- ii) He / she has to study thoroughly the units on which assignments are based.
- iii) He / she should note down relevant point of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion should be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.

The answer should cover the main points of the question.

- iv) Each assignment is to be answered and submitted separately in a booklet form using A-4 Size papers providing clear cut margins and sufficient space in between each answer. On the top of the first page of each assignment the required information be furnished invariably in the format given below.
- v) The responses should be in candidate's own handwriting : **Printed or Typed answers will not be accepted.** Answers copied either from course material sent by the University or from the response sheets of other students or Xerox copy of other's assignment will get zero marks. After receiving the assignment from the candidate, the Office of the School of Distance Education will arrange to send acknowledgment thereon.

4. The top of the first page of each assignment should consist of the following information.

- a) Regd. No. : _____
- b) Academic Year : _____
- c) Study Center : _____
- d) Course Code & Title : _____
- e) Assignment No. : _____
- f) Signature : _____
- g) Date : _____
- Name and Address : _____

CHAPTER - IV

GENERAL INSTRUCTIONS

1. Any qualified candidate within India can apply for admission into the School of Distance Education. Admission is restricted to the candidates residing in India.
2. Transfer Certificate and Migration Certificate need not be submitted for admission.
3. Candidates who passed the higher examination should not apply for lower examination.
4. Candidates after graduating from the School of Distance Education are eligible for higher studies as in the case of regular students.
5. After enrolment, every student will be allotted a code number, which he/she should invariably mention and 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.
6. 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 the Registered Post as soon as the admission formalities are over. However such of the original certificates which are required for the record of the school will be retained and they will not be returned.

The first of July is treated as the day of commencement of the academic year.

7. 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 :

8. 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 :

9. All reading material will be mailed to the students by Express Parcel post to the address of the students as per the records of the school. The students are advised to make necessary arrangements in their respective delivery post offices at their end to get the delivery of different communications, reading materials from the school properly without delay. It is not possible for the school to own any responsibility for any postal mishap. However necessary arrangements may be made to provide another set of reading material/copy of communication etc. to the students if the issue of non-receipt/ postal mishap is brought to our notice in time.

Identity Card :

10. The identity card issued to the candidates will be sufficient for the purpose of identification for the entire period of study in the school. If the identity card is lost, a fresh identify card will be issued on payment of Rs.50/-.

Payment of Tuition Fees :

11. Tuition fee is payable in a single instalment in I year and II years respectively. The I year tuition fee is payable at the time of admission to the concerned course along with the admission application form. The date of payment of II year tuition fee shall be intimated to the candidates separately.

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/-

Change of Elective Subject(s) :

12. The candidates who opt for a change in elective subject have to pay the fee 300/- (in case the candidates request for)

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

- 12A. The candidates who opt for a change of course have to pay the Fee Rs. 1,500/- (in case the candidates request for it)

Remittances 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, Chinna Waltair, Viskhapatnam-530 003 or any nationalised bank payable at Visakhapatnam. The name of the candidate, code number if already allotted and the purpose of the remittance should; be clearly mentioned in the covering letter along with the Demand Draft. **The name of the candidate and complete code number are also to be noted on the back of the Demand Draft.**

Bank Challans, Money Orders and Postal Orders will not be accepted.

Refund of Fee :

14. In respect of those candidates whose applications are rejected by the school for any reason 10 percent of the tuition fee besides admission and registration fee of 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 refund.

15. Fee Concession :

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.

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.
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 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.
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 chooses 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 both previous and final examinations, provided he/she owes no dues to the school.
(iii) Irrespective of the appearance at the University examinations and the consequent result, the candidate is demed 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. The administration reserves the right to allot or not to allot a particular examination centre depending upon administrative convenience.

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

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

Migration Certificate : Rs.250/- Plus @ Rs.25/- 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 Statement/Provisional Certificate have to pay the following fees :

	Fee Duplicate Copy	Fee Triplicate Copy
Marks Statement	Rs.200/- *	Rs.400/- *
Provisional Certificate	Rs.100/-	Rs.150/- (with in one year)
Migration Certificate	Rs.400/- **	Rs.600/- **
	(Police complaint along with Notary certificate)	
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 or Date of Birth Extract 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 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.450/-

- (i) Old Degrees as per the existing rates
(Revised after every convocation)
- (ii) Duplicate Original Degree
Rs.1200/- plus Rs.30/- 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 Certificate are to be remitted in favour of **Registrar, A.U., Visakhapatnam** through Demand Draft.

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

Filling of Examination Application Form :

24. The candidate has to send the duly filled in Application Form with the Demand Draft to the **Registrar, Andhra University, Visakhapatnam - 530 003** on or before the last date as specified in the examination notification. The Candidate has to carefully go through the instructions given in the Application Form before filling. The candidate should note that the Application form contains the Hall Ticket and Examination Application Form. Incomplete Application are liable to be rejected. In case the Application is returned to the

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

Particulars of previous Pass/Appearence :

25. In case the candidates has already passed/appeared in any part/subject(s) previously, he/she has to invariably note the previous pass/appearance particulars such as the year of passing, the Register number, the examination centre are noted in the relevant 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. However, candidates desirous of obtaining T.C from the school have to submit proof of Date of Birth evidence.

Address slips :

27. The Candidates are required to enclose 3 address slips along with the application for admission. If there is any change in the address, again 3 slips have to be sent to the School along with a covering letter.
28. Any change of address of a candidate should be intimated at least 15 days in advance by Registered Post to ensure prompt receipt of all correspondence from the School. Frequent changes of address cannot be entertained unless the period of stay at any place as per the change of address is for a period of 3 months. If the period is less than that, they have to make their own arrangements for redirecting their correspondence to the correct address.

Re-admission Procedure :

29. Candidates who are in default of payment of tuition fee for more than one full academic year which may result in the completion of the study period can get themselves readmitted for the next academic year by paying the prescribed fees. Such of those

candidates who do not get themselves re-admitted shall be deemed to have discontinued only after the completion of the stipulated study period unless the candidate takes the Transfer Certificate from the School of Distance Education on submission of the requisition letter during the stipulated period of study.

The Re-admission may be given on the submission of the application in the prescribed proforma after duly paying the following amounts in favour of the Registrar, Andhra University, Visakhapatnam.

1. Re-admission fee : Rs.190/-
2. 1 term tuition fee of the respective year and course as the case may be.

The prescribed proforma for re-admission can be obtained from the Office of the School of Distance Education on requisition.

Enquiries :

30. The student can make enquiries regarding courses, examination particulars etc. at the Learner Interface of the School of Distance Education at the nearest Study Centre of the School or through telephone 98481-99155 or 2754966.
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 holiday to the School. The School observes the State Government holidays.
33. The students are also advised to clear all their doubts of administrative and academic nature during the time of Personal Contact Programme / week end class programme.

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

CHAPTER - V

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 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 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 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 record.
6. Applications sent without tuition fees will be rejected.
7. Incomplete applications will not be processed by the School and they will be rejected.

A Blank computer card and acknowledgement card is sent along with this application form. The candidate has to fill - in the blank columns such as the course to which the application is sent, address of the candidate etc. and send the same along with the filled-in application form duly affixing the required postal stamps so as to enable the School to acknowledge the receipt of the admission application form.

8. The following certificates in original are to be enclosed along with the application form.

- (a) Degree/Provisional Certificate of the Previous examination passed : (One attested copy is also to be enclosed along with original certificate)
- (b) Two copies of recent photographs (passport size of the candidate duly attested by a Gazetted Officer at the lower portion of each photo. One 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) 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 examinations 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.

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

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 Admissions, Schedule of classes and also B.Com./B.Sc., Practicals UG Courses Examinations	E-I Section : 0891-2844162, 7702257811 E-II Section : 0891-2844163, 7702257812
P.G.UG Courses Admissions,schedule of Classes and Examinations	E-III Section : 0891- 2844164,7702257813
Professional Courses/Diploma/PG Diploma courses Admissions, Schedule of classes and examination	E-IV Section : 0891-2844146,7702257814
MBA/ Executive MBA courses Admissions schedule of classes and Examinations	MBA Section : 0891-2548522 0891-2844146
Revaluation / Instant Examination Results	Confidential Section : 0891-2844158
Information regarding Fees dues, TC/PC/MC/OD/Study certificates Markslists/ or duplicates	Learner Interface : 0891-2844143 9848199155, 7702257821
General Information	Enquiry : 0891-2754966 or 9848199155
Reading / Course Material	Course Material Section : 0891-2844145 7702257818 (UG) 7702257819 (PG)

OTHER CONTACT NUMBERS

S.No.	Section	Cell No.
1.	Assistant Registrar	7702257815
2.	Deputy Registrar	7702257816
3.	Joint Registrar	7702257817
4.	Accounts Section	7702257820
5.	AU SDE Study Centre (Srikakulam)	7702257823
6.	AU SDE Study Centre (Vizianagaram)	7702257824
7.	AU SDE Study Centre (Kakinada)	7702257825
8.	AU SDE Study Centre (Rajahmundry)	7702257826
9.	AU SDE Study Centre (Eluru)	7702257827
10.	AU SDE Study Centre (Vijayawada)	7702257828
11.	AU SDE Study Centre (Guntur)	7702257829
12.	AU SDE Study Centre (Hyderabad)	7702257830

RECORD OF FEE PAYMENT PARTICULARS

Name : _____

Code No : _____

(MJMC)	Amount	D.D.No.	Date	Name of Bank
<p>Previous :</p> <p>Admission Fee</p> <p>Examination fee</p>				
<p>Final :</p> <p>Tuition fee</p> <p>Examination fee</p>				
<p><i>(Candidates are advised to keep a record of payment of various fees to the School in the above Format)</i></p>				

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