

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**



**PROSPECTUS**

**P.G. DIPLOMA IN PUBLIC INTEREST  
AND  
P.G. DIPLOMA IN DIGITAL GOVERNANCE  
(MODULAR COURSES)**

**Visakhapatnam - 530 003**

**Andhra Pradesh**

Phone : 2754966

Cell No. 98481-99155

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

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

**By Post : Rs. 80/-**

**March, 2010**

**Downloaded application should be sent along with  
a DD for Rs. 40/- together with admission fee.**

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## **PREFACE**

Greetings from the School of Distance Education. Learning as a continuous process has been receiving much encouragement and as a consequence, open learning has become the choicest mode of many.

This prospectus covers all important points pertaining to admission into P.G diploma in Public Interest and P.G. Diploma in Digital Governance. We advise you to go through the contents carefully and return the Application Form of Admission duly filled in within the prescribed date.

Problems are man made and hence they are man solved. Problems shape leaders. So the new courses are intended to provide the exposure to human conditions which can transform learners into leaders.

These diplomas are based upon cooperative education program that bridges gap between theory and practice. - These are designed as modular courses.

With the introduction of the Certificate, Diploma and P.G Diploma courses in diversified areas besides conventional Under Graduate and Post-Graduate courses in Arts, Commerce and Science subjects, we hope that our School is striving to cater to the growing needs of the society.

We are glad to inform you that Transfer Certificate and Migration Certificate need not be produced for admission.

The School will extend the possible co-operation and guidance to the learners in all academic matters. Further, we sincerely advise you 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.

Prof. P. HRUSHIKESAVARAO  
DIRECTOR

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## CHAPTER -I

### 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 were offered with the assistance of UGC. Liberalised admission into B.A ./ B.Com., courses under open system was introduced in 1976.

The School has been offering about 50 Courses which include certificate courses, under-graduate courses, Diploma courses, PG Diploma Courses, PG Courses, Professional Courses in engineering, management, law and computer science. It has 37 Study centers spread over across the state of Andhra Pradesh.

The School of Distance Education is run by skilled 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 after admission into the School of Distance Education receives study material in all the subjects, supplemented by week-end / Annual Personal Contact Programmes at various centres to facilitate 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 subjects and clarify the doubts of the students.

#### **GYANVANI:**

Gyan Vani an educational channel run on co-operative principles funded by IGNOU, New Delhi is operated from April, 2002 on wards, Students can avail this facility on F.M. Channel (104.6MHz) from 6.00a.m. to 10.00 a.m. and 6.00 p.m. to 10.00 p.m. every day. It is available around 100 kms. radius of Visakhapatnam city. Learners can clarify their doubts in the phone-in programme which is broadcast every second and fourth friday from 7.00 pm to 7.30 pm.

## STAFF PATTERN OF THE SCHOOL - TEACHING STAFF

### DIRECTOR:

**Prof. P. Hrushikesava Rao**, M.Com. Ph.D. Commerce

### PROFESSORS :

1. **Prof. N.L. Narasimha Rao**, M.Com., Ph.D. Commerce
2. **Prof. P. Krishna Prasad**, M.A., Ph.D. Political Science & Public Admn.
3. **Prof. L.D. Sudhakara Babu**, M.A. Ph.D Cooperation & Applied Economics
4. **Prof. B.Ch. Krishna Murthy**, M.A., Ph.D. Economics
5. **Prof. V. Simmanna**, M.A., Ph.D. Telugu
6. **Prof. K. Vijayakumar**, M.A., Ph.D. Sociology
7. **Prof. B.Sudhakara Reddy**, M.A., Ph.D. History
8. **Prof. Ch. Subrahmanyam**, M.A., Ph.D. Economics
9. **Prof. N. Subba Rao**, M.Com., Ph.D. Commerce
10. **Prof. K. Parameswara Rao**, M.A., Ph.D., D.A.S., P.G.D.T. Economics
11. **Prof. M. Bilmoria Rani**, M.A., Ph.D. Sociology
12. **Prof. B. Mohini**, M.A., Ph.D. Hindi

### ASSOCIATE PROFESSORS

13. **Dr. B. Raj Kumar**, M.Com., B.Ed., Ph.D. Commerce
14. **Dr. J. Ramu Naidu**, M.A., M.Ed., Ph.D., P.G.D.E.S. Economics
15. **Dr. P. Hari Prakash**, M.A., Ph.D. Economics
16. **Dr. T. Nirmala Jyothi**, M.A., M.A., P.G.D.S.S., Ph.D. Education
17. **Dr. G.S.V. Prasada Raju**, M.Tech., Ph.D. Computer Science

### ASSISTANT PROFESSOR :

18. **Sri M.V. Raja Kumar**, M.A., (Selection Grade) English
19. **Mrs. P.Vijaya Ratnam** Education

**TEACHING ASSOCIATES :**

- |                                 |                     |
|---------------------------------|---------------------|
| 1. Sri C.V. Krishna Rao         | Engineering         |
| 2. Sri G. Sri Ram, M.C.A        | Computer Science    |
| 3. Dr. S.R. Subhani, MA., Ph.D. | Pol. & Public Admn. |

**ADMINISTRATIVE STAFF**

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

**SUPERINTENDENT :**

- |                           |                      |
|---------------------------|----------------------|
| Sri S. Nageswara Rao, BA  | Examinations - II    |
| Sri N. Nagayya, MA        | Examinations - III   |
| Smt. S.V. Rajyalakshmi    | Examinations - IV    |
| Sri P. Sankara Rao, B.Com | Course Section       |
| Sri K. Samath Babu, B.Com | Accounts section     |
| Sri H. Ranga Rao          | Confidential Section |

**LIBRARY :**

- |                      |                   |
|----------------------|-------------------|
| Sri S. Lakshmana Rao | Library Assistant |
|----------------------|-------------------|

## CHAPTER - II PG DIPLOMA IN PUBLIC INTEREST

**Medium of instruction :** English\*

**Eligibility for Admission :**

A pass in Degree (General/ Professional / Vocational / Technical) awarded by Andhra University or any other University recognized by Andhra University as equivalent thereto.

**Duration of the Course :** One Academic year.

**Course Pattern :**

The training modules for various government services are incorporated under different papers to provide them with social skills. Hence, the design includes two steps – first step involves of personnel empowerment and acquisition of field knowledge while step two involves exposure to theoretical and development of conceptual skills.

**Course Structure :** There shall be eight papers as follows :

Paper – I	: Political Theory / Ideas
Paper – II	: Methodology (E-Learning Desi / States) I & B Methods
Paper – III	: Theory & Practice of Indian Constitution
Paper – IV	: Electoral Studies
Paper – V	: Mass Mobilization : Local & Regional Movements
Paper – VI	: Public Policy Perspective (Review of Department-wise policy)
Paper – VII	: Inter-Governmental Relations
Paper – VIII	: Disputes & Conflict Resolution (Exclusive Study of the Reports & Recommendations of various commissions / committees and autonomous institutions)

**Instruction :** Each paper will have 16 hours of instruction to be provided in the form of Personal Contact Programme / Week-end classes based on the participatory learning, team based field studies for providing real insights. Instruction is provided in English medium. Reference material and suggestions of reading material will be provided stage-wise.

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\*However, learners are given option to write examinations in Telugu also.

**Fee Structure\*** : Rs.20,000/- is to be paid at the time of admission. The fee includes the field expenses and examination charges.

**Examination & Evaluation :**

There will be a written examination at the end of the study period in each of the papers for a maximum of 70 marks. Field study reports are evaluated for a maximum of 20 marks and viva-voce will be conducted for a maximum of 10 marks for each paper.

**Marks Qualifying for a pass :**

A candidate shall be declared to have passed the P.G. Diploma examination if he/she obtains not less than 50 percent of the total marks in each paper.

**Classification of successful candidates :**

The names of the successful candidates in the examination shall be arranged in the order in which they are registered for the examination in three classes on the basis of total marks obtained by each candidate.

First Class with Distinction : Those who obtain 70 per cent and above

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

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

**Award of Certificate (s) :**

The students who complete / pass any Four Papers (out of the above eight papers) will be awarded a **Certificate** in “**Raja Vidya Visaradha**” and who complete successfully all the eight papers are eligible to receive the **P.G.**

**Diploma in Public Interest.**

**Course Coordinator**

**Prof. P. Krishna Prasad**

**Contact Number**

**0891 - 2844169**

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\* Candidates who have passed qualifying examination of other universities are required to pay Rs.100/- towards recognition fee and Rs.50/- towards matriculation fee at the time of admission, besides course fee.

## CHAPTER - III

### PG DIPLOMA IN DIGITAL GOVERNANCE

**Medium of instruction :** English\*

**Eligibility for Admission :**

A pass in Degree (General/ Professional / Vocational / Technical) awarded by Andhra University or any other University recognized by Andhra University as equivalent thereto.

**Duration of the Course :** One Academic year.

**Course Pattern :**

The training modules for various government services are incorporated under different papers to provide them with social skills. Hence, the design includes two steps – first step involves of personnel empowerment and acquisition of field knowledge while step two involves exposure to theoretical and development of conceptual skills.

**Course Structure :** There shall be eight papers as follows :

- Paper – I : Principles of Public Administration / Management
- Paper – II : Methodology (E-Learning, M & E Techniques & I.B. Methods)
- Paper – III : E-Management / Governance (Containing Study of the Electronic Administrative Systems followed by various Government Departments)
- Paper – IV : Rural Development (Panchayat Raj Schemes / Programmes meant for rural people – to be learnt through field visits)
- Paper – V : Urban Development (Municipal Administration and Schemes and programmes for Urban people)
- Paper – VI : Administrative – Public Relations (Official versus Public Behaviour)
- Paper – VII : Capacity Building and Empowerment (Study of designs, strategies & Techniques)
- Paper – VIII : Corporate Governance and Comparative analysis

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\*However, learners are given option to write examinations in Telugu also.

**Instruction :** Each paper will have 16 hours of instruction to be provided in the form of Personal Contact Programme / Week-end classes based on the participatory learning, team based field studies for providing real insights. Instruction is provided in English medium. Reference material and suggestions of reading material will be provided stage-wise.

**Fee Structure\* :** Rs.20,000/- is to be paid at the time of admission. The fee includes the field expenses and examination charges.

**Examination & Evaluation :**

There will be a written examination at the end of the study period in each of the papers for a maximum of 70 marks. Field study reports are evaluated for a maximum of 20 marks and viva-voce will be conducted for a maximum of 10 marks for each paper.

**Marks Qualifying for a pass :**

A candidate shall be declared to have passed the P.G. Diploma examination if he/she obtains not less than 50 percent of the total marks in each paper.

**Classification of successful candidates :**

The names of the successful candidates in the examination shall be arranged in the order in which they are registered for the examination in three classes on the basis of total marks obtained by each candidate.

- First Class with Distinction : Those who obtain 70 per cent and above
- First Class : Those who obtain 60 per cent and above but less than 70 per cent
- Second Class : Those who obtain 50 per cent and above but less than 60 per cent

**Award of Certificate (s) :**

The students who complete / pass any Four Papers (out of the above eight papers) will be awarded a **Certificate** in “Paalana Pramukh” and who complete successfully all the eight papers are eligible to receive the **P.G. Diploma in Digital Governance**.

<u>Course Coordinator</u> Prof. P. Krishna Prasad	<u>Contact Number</u> 0891 - 2844169
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\* Candidates who have passed qualifying examination of other universities are required to pay Rs.100/- towards recognition fee and Rs.50/- towards matriculation fee at the time of admission, besides course fee.

## CHAPTER -IV

### 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. Candidates studying other Courses are also eligible for admission into the School. Transfer Certificate and Migration Certificate need not be submitted for admission.
3. Candidates after graduating from the School of Distance Education are eligible for higher studies as in the case of regular college students.
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 fulfill all the requirements as mentioned in the application.

The original Certificates of the students submitted along with the application form will be returned to the student by Registered post as soon as the admission formalities are 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 office of the Registrar, Andhra University, Waltair, Visakhapatnam.

### **Mailing of Communications:**

8. All Communications and reading 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 difference communications, reading materials from the school properly without delay. It is not possible for the school to owe 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:**

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.20/-

### **Payment of Tuition Fees:**

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

### **Remittances to the School:**

12. 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, China Waltair, Visakhapatnam-3 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 and sent to the Director, School of Distance Education, Andhra University, Visakhapatnam. **The name of the candidate and complete code number are also to be noted on the back of the Demand Draft.**

**Bank Challans, Cheques, Money Orders and Postal Orders will not be accepted**

### **Refund of Fee:**

13. 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 refund.

### **Fee Concession:**

14. (i) All the S.C / H.C (Harijan Convert) students are eligible for Tuition fee concession provided the income of the Parent/guardian/ husband (if married) as the case may be does not exceed Rs.1,00,000/- per annum and their nativity is in Andhra Pradesh. **However, they have to apply in the prescribed application form for Post-Metric scholar ships of the Department of Social Welfare of Government of Andhra Pradesh (Fresh) meant for S.C and H.C. students.**

The S.C/S.T. candidates who are eligible for scholarships need not pay any fees to the school at the time of admission or subsequently.

Such of the candidates whose applications for Tuition fee reimbursement is rejected by Social Welfare Department have to pay the fee as stipulated in the Prospectus for the concerned course as and when they are informed by the Office of the School of Distance Education and their admission stands cancelled in the event of non-payment of fee on intimation.

- (ii) The candidates belonging to Scheduled Tribe are eligible for tuition fee concession provided that their nativity is in Andhra Pradesh and his/her parental income or the income of the husband (if married) as the case may be is below Rs.1,00,000/- per annum. The candidate has to produce Caste and Income Certificate from the M.R.O.
- (iii) SC/ST candidates seeking fee concession have to submit T.C from the Institution last studied.
- (iv) **In case of non-reimbursement of tuition fees by the Government the candidate has to pay the full fees failing which the certificates will not be issued.**
- (v) The employees of Andhra University including retired employees and or their children/spouse are exempted from payment of tuition fee upto 50% on the production of service certificate from the Registrar.

- vi) All the S.C/ H.C (Harijan Convert)/ S.T. candidates, seeking fee concession have to follow the following procedure.
- a) 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
  - b) After obtaining admission, the candidate has to visit the website: **WWW.sbms.ap.gov.in** and register himself/ herself 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.
  - c) Such candidates who fail to submit the copy of the filled-in application as submitted online, will loose entitlement of fee concession and they have to pay full fee for the course they took admission.

The S.C/S.T. candidates who are eligible for scholarships need not pay tuition fees to the school at the time of admission or subsequently.

Such of the candidates whose applications for tuition fee reimbursements is rejected by Social Welfare Department, have to pay the fee as stipulated in the prospectus for the concerned course as and when they are informed by the office of the School of Distance Education and their admission stands cancelled in the event of non-payment of fee on intimation.

#### **Information relating to Examinations:**

15. 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.
16. The Candidates will not be permitted to take the examinations unless they clear all the dues to the School.
17. 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 relating to such matters.

18. A candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidates chooses to appear for some papers only.
19. Examination fee once paid will under no circumstances be refunded or held over for subsequent examination.
20. The examination center for the P.G Diploma Course and Certificate Courses will be Conducted at Visakhapatnam only.

**Marks Qualifying for a pass :**

21. A candidate shall be declared to have passed the P.G Diploma examination if he/she obtains not less than 50 percent of the total marks in each paper.

**Classification of successful candidates:**

22. The names of the successful candidates at the examination of P.G.Diploma 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.

First class with Distinction : Those who obtain 70 percent and above

First class : Those who obtain 60 percent and above but less than 70percent

Second class : Those who obtain 50 percent and above but less than 60 percent

23. Candidates declared to have passed P.G Diploma Examinations obtaining second class may reappear again for the same examination to improve their class by appearing for all the paper (s) with the existing regulations. Such reappearance shall be limited only to two chances within two years after passing the first examination from the date of first appearance.

Such candidates are not required to cancel their earlier result unless they want to retain their later result.

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

24. (i) Candidates have to collect their hall tickets from the Chief Superintendent of the respective Examination Centers. Issuing of hall tickets will begin three days before the commencement of examinations.
- (ii) The School of Distance Education will arrange to dispatch 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, 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/ Date of Birth Extract are as follows:

Migration Certificat : Rs.150/- (Rs. 30/- for every belated year.)

Study Certificate: Rs.50/-

However candidates who wish to obtain duplicate or triplicate copies of the marks statement / Provisional Certificates have to pay the following fees:

<b>Fee for</b>	<b>Duplicate Copy</b>	<b>Fee for triplicate copy</b>
Study Certificate	Rs.100/-	Rs. 150/-
Marks Statement	Rs. 100/- (Rs 30/- for every belated year)	Rs. 150/-
Provisional Certificate	Rs. 100/-	Rs. 150/-
Migration Certificate	Rs.300/- (Rs 30/- for every belated year)	Rs.600/-

**Note:**Candidates who wish to obtain Migration Certificate or Date of Birth 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:**

25. 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.350/-

ii) Duplicate original degree : Rs 700 +

Rs 30 per 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 payments towards prescribed fee for

Degree Certificate is to be remitted in favour of the Registrar, Andhra University Visakhapatnam through Demand Draft and send the same to the Director, School of Distance Education, Andhra University, Visakhapatnam

**Filling of Examination Application Form:**

26. The candidate has to send the duly filled in Application form with the Demand Draft 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 also. The signature of the candidate is necessary both in the hall Ticket and the Examination Application Form. Incomplete Application are liable to be rejected. In case the Application is returned to the candidate, the candidate has to resubmit 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:**

27. In case the candidate has already passed / appeared in any part subjects(s) previously, he /she has to invariably note the previous pass / appearance particulars such as the year of passing, the Register number, the examination center are noted in 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:**

28. Submission of T.C has been relaxed with effect from the Academic Year 1997-98, for admission into Courses. However a fresh TC shall be issued by the School after completion of the course of study in this School or if the candidate discontinues in the middle of study period after payment of Tuition fee in full. Candidates desirous of obtaining T.C should submit Date of Birth evidence. However S.C/ S.T candidates seeking fee concession have to submit T.C. from the institution last studied.

**Address Slips:**

29. The candidates are required to enclose Three address slips along with the application for admission. If there is any change in the address, again Three slips have to be sent to the School along with a covering letter.

30. 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 Three months. If the period is less than that, they have to make their own arrangements for redirecting their correspondence to the correct address.

**Enquiries:**

31. The students can make enquiries regarding courses, examination particulars etc., at the Enquiry Counter of the School of Distance Education and also at the nearest study center of the school or through telephone.
32. Enquiries will be attended to in the office from 10-00 a.m. to 1-00 p.m. on all working days.
33. The Second Saturday in every month is a holiday to the School. The school observes the State Government holidays.
34. The Students are advised to clear all their doubts of administrative and academic nature during the time of Personal Contact-Programme Classes/ week-end classes

**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 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.

## 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 and year for which he / she is seeking admission into the School of Distance Education.
3. The name of the student as well 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. The original certificate will be returned to the candidate after the admission is given. One attested copy of each certificate must be enclosed for the record of the school.
6. Application sent without tuition fees will be rejected.
7. Incomplete application will not be processed by the School and they will be rejected.
8. The following certificates in original are to be enclosed along with the application form:
  - (a) Degree/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 (passport size of the candidate duly attested by a Gazetted Officer at the lower portion of each photo. Once 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:** S.C/ S.T Candidates seeking fee concession have to enclose T.C from the institution last studied.

## **CONTACT PHONE NUMBERS**

<b>Office Address</b>	:	Director, School of Distance Education Andhra University Visakhapatnam - 530 003 Andhra Pradesh,INDIA.
<b>Website</b>	:	<b>www.andhrauniversity.info/sde</b>
<b>Phones</b>	:	0891 - 2844142, 0891 - 2550223 0891 - 2575745
<b>Fax</b>	:	0891 - 2575752
<b>UG and Certificate Course's Admission, schedule of classes and also B.Com. / B.Sc. Practicals</b>	:	E - I Section : 0891 - 2844162 Mobile No. : 7702257811
<b>UG courses' Examinations</b>	:	E -II Section : 0891 - 2844163 Mobile No. : 7702257812
<b>PG courses' Admissions, schedule of classes and Examinations</b>	:	E-III Section : 0891 -2844164 Mobile No. : 7702257813
<b>Professional Courses , PG Diploma courses Admissions, schedule of classes and Examinations</b>	:	E-IV Section : 0891 - 2844146 Mobile No. : 7702257814
<b>MBA /Executive MBA courses' Admissions, schedule of classes and Examinations</b>	:	MBA Section : 0891 - 2844146 Mobile No. : 7702257814
<b>Revaluation / Instant Examination Results</b>	:	Confidential Section : 0891 - 2844158 Deputy Registrar's No: 7702257816 Assistant Registrar's No : 7702257815
<b>Information regarding Fees dues,TC/PC/MC/OD/Study certificates / Marks lists or duplicates</b>	:	Learner Interface : 0891 - 2844143 98481 99155 Mobile No. : 7702257821
<b>General Information</b>	:	Enquiry : 0891 - 2754966 / 2844143 Mobile Nol : 98481 99155.
<b>Reading / Course Material</b>	:	Course Material Section : 0891-2844145 7702257818(UG),7702257819 (PG)
<b>Accounts Section</b>	:	Mobile No. : 7702257820
<b>Learner home Care Taker</b>	:	Mobile No. : 7702257822
<b>Study Centres : 7702257823 (Srikakulam), 7702257824 (Vizianagaram), 7702257825 (Kakinada),7702257826 (Rajahmundry), 7702257827(ELURU), 7702257828 (Vijayawada), 7702257829 (Guntur), 7702257830 (Hyderabad),</b>		

### Legal Disputes

*With regard to disputes arising in the matters of the School, all legal proceedings will be in the Jurisdiction of Visakhapatnam city only*

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