

**SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY**

DIPLOMA IN MANAGEMENT



PROSPECTUS

**Visakhapatnam - 530 003
Andhra Pradesh**

Phone : 0891- 2754966/2550223

Cell No. 77022-57814

www.andhrauniversity.info/sde

Price : By Hand : Rs.100/-

By Post : Rs.120/-

December, 2012

Downloaded application should be sent along with
a DD for Rs.100/- 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 Diploma in Management. We advise you to go through the contents carefully and return the Application Form of Admission duly filled in within the prescribed date.

We are happy to inform you that the successful candidates of this Diploma are eligible for admission into 2nd year of 3-year MBA programme being offered by the School of Distance Education. Such candidates can complete the MBA programme from School of Distance Education within two years after successful completion of the said Diploma in Management by paying the prescribed fee, as approved by the University.

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.

Visakhapatnam

Prof. N.L. NARASIMHA RAO
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 47 Courses in total 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 38 Study centers spread over across the state of Andhra Pradesh as well as at New Delhi

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.

A student after admission into the School of Distance Education receives study material periodically in all the subjects, supplemented by week-end classes at various centres to facilitate interaction between the teachers and students. The School invites well experienced teachers to participate in these Week-end Classes 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 onwards, 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. N.L. Narasimha Rao, M.Com. Ph.D. Commerce

PROFESSORS:

1. Prof. P. Hrushikesava 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. V. Simmanna, M.A., Ph.D. Telugu
5. Prof. B.Sudhakara Reddy, M.A., Ph.D. History
6. Prof. K. Parameswara Rao, M.A., Ph.D., D.A.S., P.G.D.T. Economics
7. Prof. B. Mohini, M.A., Ph.D. Hindi
8. Prof. J. Ramu Naidu, M.A., M.Ed., Ph.D., P.G.D.E.S. Economics
9. Prof. G.S.V. Prasada Raju, M.Tech., Ph.D. Computer Science
- 10.. Prof. T. Nirmala Jyothi, M.A., M.A., P.G.D.S.S., Ph.D. Education

ASSOCIATE PROFESSORS

11. Dr. B. Raj Kumar, M.Com., B.Ed., Ph.D. Commerce
12. Dr. P. Hari Prakash, M.A., Ph.D. Economics

ASSISTANT PROFESSOR:

13. Sri M.V. Raja Kumar, M.A., (Selection Grade) English
14. Mrs. P.Vijaya Ratnam Education

TEACHING ASSOCIATES:

1. Sri G. Sri Ram, M.C.A. Computer Science
2. Dr. S.R. Subhani, MA., Ph.D. Political Science & 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 |

SUPERINTENDENTS :

- | | |
|-----------------------|----------------------|
| Sri P. Appa Rao | Examinations- I |
| Sri M. Suri Babu | Examinations - II |
| Smt. U. Sujata Kumari | Examinations - III |
| Sri H. Ranga Rao | Confidential Section |
| Smt. B. Baleswari | Accounts section |
| Sri K.V.G.S. Appa Rao | Course section |

LIBRARY :

- | | |
|---------------|-------------------|
| Sri B. Demudu | Library Assistant |
|---------------|-------------------|

CHAPTER - II

REGULATIONS AND SYLLABUS

Eligibility for Admission :

Pass in any Graduation other than BFA/BA (OL) from any University in India recognized by Andhra University.

Duration of the Course : **One Academic Year**

Medium of Instruction : **English Only**

Week-end Classes :

Week-end Classes of 20 days duration will be held during the course of study at the following centres :

1. Govt. College for Men, **Srikakulam**; 2. A.U.M.S.N.P.G Centre, **Kakinada**; 3. Satavahana College, **Vijayawada**; 4. R.G. Kedia College of Commerce, **Hyderabad** and 5. School of Distance Education, Andhra University, **Visakhaaptnam**.

Course Fee : Rs. 5,000/-

Examination Pattern :

Examination will be held at the end of the year in the six papers carrying 100 marks each for duration of three hours each.

A candidate shall be declared to have passed the examination if he/she obtained not less than 40% of total marks on aggregate and not less than 35% in each paper

For Classification - Please see General Instructions of prospectus

Examination Centres:

Examinations will be held at the places where the week-end classes will be organised.

Course of Study :

There shall be Six Theory papers .

Paper - I : Management Process and Behaviour	100 marks
Paper - II : Quantitative Techniques for Managerial Decisions	100 marks
Paper -III : Business Environment	100 marks
Paper -IV : Accounting for Management	100 marks
Paper - V : Mangerial Economics	100 marks
Paper - VI : Managerial Communications	100 marks

SYLLABI

101 - MANAGEMENT PROCESS AND BEHAVIOUR

OBJECTIVE:

The Objective of the course is to introduce management concepts and process with a focus on leadership and human behaviour in Organisations.

UNIT – I:

Management – Definition, Scope and Importance – Principles of Management – Functions of Management – Systems Approach to Management – Business Ethics, Corporate Governance and Social Responsibility .

UNIT – II:

Planning – Nature, Purpose, Steps in planning – Management by Objectives – Planning Premises - Process of Decision Making – Decision Tree Analysis – Coordination.

UNIT – III:

Organising – Principles of Organisation – Span of Control – Delegation and decentralization – Empowerment - Line and Staff relations - Directing – Leadership Styles – Motivation Theories : Maslow, Herz berg, Vroom – Managerial Communication – Communication Styles – Models of Interpersonal Communication, Johari Window – Transaction Analysis – Process of Control

UNIT – IV:

Organisational Behaviour – Emergence of OB – Personality, Values and attitudes – Learning and Perception - Individual and Group Behaviour – Elton Mayo theory - Behavioural characteristics.

UNIT – V:

Organisational Change and Development – Change Process – OD interventions – Organisational Conflicts – Organisational Culture – Organisational Effectiveness.

UNIT – VI:

Case Studies

SUGGESTED READINGS:

1. Mirza, S. Saiyadain, “Organisational Behaviour”, Tata McGraw Hill Publishing Company Limited, New Delhi, 2003. 2. Fied Luthans, “Organisational Behaviour,” McGraw Hill Education (Asia), 2005. 3. Steven L McShane and Mary Ann You glinow, “Organisational Behaviour” Tata McGraw Hill Publishing Company Limited, New Delhi, 2005. 4. Angelo Kinichi and Robert Kreitner “Organisational Behaviour – Concepts Skills and Practices”, Tata McGraw Hill Company. Limited, New Delhi, 2006. 5. Harold Koontz Y & Henz Weihrich : Management; 6. James A.F. Stoner & R. Edward Freedman : Management; 7. L.A. Allen; Management and Organisation; 8. Newman & Summer : The Process of Management; 9. Robbins SP, Organisational Behaviour; 10. Fiedler F.E., A Theory of Leadership Effectiveness.

102 – QUANTITATIVE TECHNIQUES FOR MANAGERIAL DECISIONS

OBJECTIVE :

The main objective of this course is to make the students familiar with the statistical and mathematical techniques and their applications in business decision making.

UNIT – I :

Functions, Linear, quadratic, Logarithmic and exponential functions – Permutations and combinations – Matrices – Solving system of equations with matrix methods – Differentiation and integration of simple functions and their applications

UNIT – II :

Measures of central tendency – measures of dispersion – simple correlation and regression analysis – concept and applications of multiple regression

UNIT – III :

Concept of probability – Probability rules – Joint and Marginal probability – Baye's theorem – Probability distributions – Binomial, Poisson, Normal and Exponential Probability distributions.

UNIT – IV :

Sampling – Sampling distributions – Estimation – point and interval estimates of averages and proportions of small and large samples – concepts of testing hypothesis – one sample tests for testing mean and proportion of large and small samples.

UNIT – V :

Tests of two samples – tests of difference between mean and proportions of small and large samples – Chi-square test of independence and goodness of fit – Analysis of variance.

UNIT – VI :

Problem Exercises

SUGGESTED READINGS :

1. Levin and Rubin, Statistics for Management, Prentice Hall of India
2. Levin, Krehbiel and Berenson, Business Statistics : A first course, Pearson Education Asia.
3. K.V. Sivayya and K.Satya Rao, Business Mathematics.
4. Zameeruddin, Khanna and Bhambri, "Business Mathematics, Vikas Publishing House.
5. Shenoy, Sarma and Srivatsava, Quantitative Techniques for Management, New Age (International) Pvt.Ltd.
6. Amir D. Aezel & Sounderpandian, Business Statistics, Tata McGraw Hill.
7. C.R. Kothari, Quantitative Techniques, Vikas Publishers.
8. Anand Sharma, Quantitative Techniques for Decision Making, Himalaya Publishers, Mumbai.
9. N.D. Vohra, Ramjas College of University of Delhi, Quantitative Techniques in Management, Tata McGraw Hill
10. Gupta & Khanna, Quantitative Techniques for Decision Making, PHI.

103 – BUSINESS ENVIRONMENT

OBJECTIVE :

The objective of the course is to familiarize with the Business Environment both at national and international level that will influence managerial decisions.

UNIT – I

Business Environment : Concepts of significance - Economic Environment of Business – Socio-Cultural and Political – Legal Environment – Changing Role of Government – International Business Environment and WTO.

UNIT – II

Structure of the Indian Economy : Structural Dimensions of Indian Economy – Structure of Indian Industry – Public Sector in India – Private Sector in India – Privatisation and disinvestment - Small Scale Sector in India – Sickness in Indian Industry.

UNIT – III

Planning and Policies : Planning Goals and Strategies – Evolution of Industrial Policy – Regulatory and Promotional Framework.

UNIT – IV

External Sector : India's Foreign Trade – Trade Composition, Trade Blocks - Foreign Capital and Collaborations – India's External Debt.

UNIT – V

Economic Reforms Since 1991 : Industrial Policy of 1991 – Economic Reforms; Liberalisation, Globalisation and Privatisation – Financial Sector Reforms – Fiscal Sector Reforms – Economic Reforms and Social Justice.

UNIT – VI

Case Studies

SUGGESTED READINGS :

1. K.V. Sivayya & V.B.M. Das : Indian Industrial Economy; Sultan Chand Publications.
2. Agarwal ANN, Emergent Dimensions in Indian Environment, Asia Publishing House, Delhi
3. Economic Survey, Government of India (Latest issue);
4. Wadhva, Charan D, some problems of India's Economic Policy, TMH, ND;
5. Khan M.Y., Indian Financial Systems; Theory and Practice;
6. M. Adhikar : Economic Environment & Business Environment;
7. A. Das Gupta & N.K. Sen Gupta : Government and Business;
8. D. Amarchand : Government and Business.
9. Sharma, S.D., Business Environment and Global Challenges, (Crown Size), 1998 256pp.
10. Aswathappa, Business Environment.

104 – ACCOUNTING FOR MANAGEMENT

OBJECTIVE :

The Objective of the course is to impart skills of principles and techniques of Accounting for Management.

UNIT – I

Accounting Framework : Accounting Concepts and GAAP – Accounting cycle – Journal – Ledger – Trail Balance – Managerial Applications of Accounting Information.

UNIT – II

Understanding Financial Statements : Construction and Analysis of Profit and Loss Account – construction and Analysis of Balance Sheet – Common size and Comparative Balance Sheet.

UNIT – III

Cost Management – Construction of Cost Sheet – Direct Costing and Indirect Costing - Absorption and Marginal Costing – Cost- Volume-Profit Analysis – Relevant Range – Break-even analysis.

UNIT – IV

Cost Analysis for Decision Making : Standard costing and variance analysis - Differential Cost Analysis - Shut Down Cost Analysis.

UNIT – V

Budgeting and Budgetary Control – Types of Budgets - Preparation of Budgets – Production Budget – Sales Budget – Cash Budget – Flexible Budget – Performance Budgeting – Zero Based Budgeting.

UNIT – VI

Case Studies

SUGGESTED READINGS:

1. Horngren, Charles T., Introduction to Management Accounting, PHI, NJ;
2. Maheswari SNN, Management Accounting and Financial Control, Mahavir Book Depot, Delhi;
3. Rober S. Kaplan and Anthony A. Atkinson : Advanced Management Accounting (PHI), New Delhi;
4. Bhatatosh Banarjee; Financial Policy and Management Accounting The World Press, Calcutta.
5. Khan and Jain, Management Accounting.
6. Ramachandran & Kakani, Financial Accounting for Management, Tata McGraw Hill.
7. Ravi M. Kishore, Advanced Management Accounting. Taxmann's Publications.
8. Sumith Jain, Management Accounting, Taxmann's Publications.
9. Colin Drudry, Management and Cost Accounting, Taxmann Publications.
10. Bhattacharya, Financial Accounting for Business Managers, PHI

105 – MANAGERIAL ECONOMICS

OBJECTIVE :

Objective of the course is to introduce basic concepts and techniques of Managerial Economics and comprehend student with vital decisions of business.

UNIT - I

Concepts and Techniques : Introduction to Managerial Economics – Nature and Scope – Demand – Law of Demand – Demand Function - Elasticity of Demand – Determinants of Demand - Demand Forecasting – Theory of Marginal Utility – Indifference Curve Analysis.

UNIT - II

Theory of Production – Production function – Isoquant Curves – Law of Returns – Production Function and Return to scale – Optimum combination of inputs – Cost-output relationships.

UNIT - III

Market Structure & Competition – Perfect Competition – Oligopoly – Duopoly – Monopoly and Monopolistic competition – Price output under different market structures – Pricing and Pricing objectives and methods.

UNIT - IV

The Firm in Theory and Practice : Economic Theory of Firm – The Behavioural Theory of the Firm – Managerial Theories of the Firm – Profit – Objectives of Profit - Profit maximization Vs. Wealth maximization.

UNIT - V

Business cycles – Money supply – fiscal policy – Monetary Policy – Inflation.

UNIT - VI

Case Studies

SUGGESTED READINGS :

1. Dean Joel, Managerial Economics, PHI, New Delhi;
2. Douglas Evan J, Managerial Economics, Theory, Practice & Problems; PHF, New Delhi;
3. Mote, V.C. Samuel Paul and GS Gupta, Managerial Economics – Concepts & Cases, TMH;
4. Wildsmith JR, Managerial Theories of the Firm (Martin – Robertson);
5. K.K. Seo, Managerial Economics, Richard D. Irwin Inc.
6. I.C. Dhingra, Essentials of Managerial Economics – Theory, Applications and Cases – Sultan Chand, New Delhi.
7. Maheswari, Managerial Economics, PHI.
8. Peterson and Louis, Managerial Economics, PHI.

106 – MANAGERIAL COMMUNICATIONS

OBJECTIVE :

To Equip students with the necessary skills of communication for managing people in business.

UNIT -I:

Role of Communication in Business – Objective of Communication – The Process of Human Communication; Media of Communication (Written, Oral, Visual, Audio-Visual Communication, Silence) Listening skills, Non-verbal Communication; Cross-Cultural communication.

UNIT-II

Managing Organizational Communication – Formal and Informal Communication – Inter-Personal Communication : Models for Inter-Personal Communication (Exchange Theory, Johari window, Transactional Analysis)

UNIT-III

Intra-personal communication (role of motivation, perception and emotion in Inter-Personal Communication) – Communication Styles – Barriers of Communication – Gateways to Effective Interpersonal Communication

UNIT-IV

Business Writing Skills : Oral Presentation ; Use of Technology in Business Communication.

UNIT-V

Report Writing (Structure of Reports, formal and informal reports)

(Case Study is compulsory in all Units)

SUGGESTED READINGS:

1. Bovee, Thill and Schatzman, Business Communication Today, Pearson, New Delhi.
2. K. Bhardwaj, Professional Communication, IK Int. Publ. House, New Delhi.
3. McGrath, Basic Managerial Skills of All, 5th ed. Prentice Hall of India
4. Meenalshi Raman – Business Communication, Oxford University Press.
5. Lesikar I Flatley, Basic Business Communication, Tata McGraw Hill.
6. Wofford, Jerloff and Cummins “Communication for Organizational effectiveness”.

CHAPTER -III

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. The First of August is treated as the day of commencement of the academic year.

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.50/-

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:

11. 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:

12. 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.
13. 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.

Information relating to Examinations:

14. 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.
15. The Candidates will not be permitted to take the examinations unless they clear all the dues to the School.
16. 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.
17. 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.
18. Examination fee once paid will under no circumstances be refunded or held over for subsequent examination.
19. The **examination centers** for this Diploma .are as follows :
1.Govt. College for Men, **Srikakulam**; 2. A.U.M.S.N.P.G Centre, **Kakinada**;
3. Satavahana College, **Vijayawada**; 4. R.G. Kedia College of Commerce, **Hyderabad** and 5. School of Distance Education, Andhra University, **Visakhaaptnam**.

Marks Qualifying for a pass :

20. A candidate shall be declared to have passed the Diploma examination if he/she obtains not less than 40 percent of the total marks and obtains not less than 35 percent in each paper..

Classification of successful candidates:

- 21.The names of the successful candidates at the examination of Diploma shall be arranged in the order in which they are registered for the examination in four 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
Third class*	: Those who obtain 40 percent and above but less than 50 percent

22. Candidates declared to have passed Diploma Examination obtaining third or 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.

23. (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 Study Certificate / Migration Certificate/ Date of Birth Extract are as follows:

Migration Certificat : Rs.250/- (Rs. 25/- for every belated year.)

Study Certificate: Rs.100/- (Rs. 25/-) per every belated year)

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

Fee for	Duplicate Copy	Fee for triplicate copy
Study Certificate	Rs.200/-	Rs. 400/-
Marks Statement	Rs. 200/- (Rs 30/- for every belated year)	Rs. 400/-
Provisional Certificate	Rs. 200/-	Rs. 400/-
Migration Certificate	Rs.400/- (Rs 25/- 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:

24. The office of the School of Distance Education will arrange to issue the Degree Certificates to all the candidates of School of Distance Education on payment of prescribed fee as under:

For issue of Degree in advance	: Rs.500/-
ii) Duplicate original degree	: Rs 1500+

Rs 50 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:

25. 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 Applications 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:

26. 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:

27. 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.

Address Slips:

28. 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.
29. 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:

30. 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.
31. Enquiries will be attended to in the office from 10-00 a.m. to 1-00 p.m. on all working days.
32. The Second Saturday in every month is a holiday to the School. The school observes the State Government holidays.
33. The Students are advised to clear all their doubts of administrative and academic nature during the time of Personal Contact-Programme 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 necessary 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/ Press notes issued by the School from time to time for full details.

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

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. 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. (SSC Certificate original and Photostat copy
 - (e) Identity Card is to be enclosed duly signed and photo affixed.
 - (f) Three address slips duly filled – in are to be enclosed.

CONTACT PHONE NUMBERS

Office Address	Director, School of Distance Education Andhra University Visakhapatnam - 530 003 Andhra Pradesh, INDIA.
Website	www.andhrauniversity.info/sde
Phones	0891 - 2844142, 0891 - 2550223 0891 - 2575745
Fax	0891 - 2575752
UG and Certificate Course's Admission, schedule of classes and also B.Com. / B.Sc. Practicals	E - I Section Mobile No. : 7702257811
UG courses' Examinations	E -II Section Mobile No. : 7702257812
PG courses' Admissions, schedule of classes and Examinations	E-III Section Mobile No. : 7702257813
MBA/Exe.MBA/MCA/MJMC/MHRM/LLM & PG Diploma courses' Admissions, schedule of classes and Examinations	E-IV Section Mobile No. : 7702257814
Revaluation / Instant Examination Results	Confidential Section Deputy Registrar : 7702257816 Assistant Registrar : 7702257815
Information regarding Fees dues,TC/PC/MC/OD/Study certificates / Marks lists or duplicates	Learner Interface : 0891 - 2844143 98481 99155 Mobile No. : 7702257821
General Information	Enquiry : 0891 - 2754966 Mobile No : 98481 99155.
Reading / Course Material	Course Material Section : 7702257818(UG), 7702257819 (PG)
Accounts Section	Mobile No. : 7702257820
Learner home Caretaker	Mobile No. : 7702257822

Study Centres : 7702257823 (Srikakulam), 7702257824 (Vizianagaram), 7702257825 (Kakinada), 7702257826 (Rajahmundry), 7702257827 (ELURU), 7702257828 (Vijayawada), 7702257829 (Guntur), 7702257830 (Hyderabad),

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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