

DIRECTORATE OF DISTANCE EDUCATION

**APPLICATION AND PROSPECTUS
2007 - 08**



**ADMISSION INTO
UNDER GRADUATE COURSES
B.A., / B.Com.,
(Regular System)**

1

**SRI VENKATESWARA UNIVERSITY
TIRUPATI - 517502**

PREFACE

Dear Student,

The Directorate of Distance Education (D.D.E) of S.V.University extends a warm and hearty welcome to you. You have taken a wise decision in choosing this DDE for continuing your higher education. The D.D.E assures you that it would do its best in providing all assistance and guidance upto your expectation. The main objective of any Directorate of Distance Education is to cater the needs of employees of different sectors, housewives and youth who are deprived of higher education to various reasons. The DDE of S.V.University will take all necessary steps to fulfil this objective. The study material that we provide you are prepared with utmost, care by highly learned teachers. The Contact Programme classes that are conducted will really increase your standard of learning and clear all your doubts. On the whole, the services of the Directorate will definitely create an environment of studying in a conventional system. For all your difficulties during the course of your study, please contact the DDE which is always at your services. This prospectus will give all the necessary information about your course.

Wish you good luck.

DIRECTOR

Admission Schedule for the academic year 2007-2008

1. Last date for receipt of filled in application **10-9-2007**

Last date with Fine of Rs. 100/- upto	:	25-09-2007
Last date with fine of Rs. 200/- upto	:	15-10-2007
Last date with fine of Rs. 300/- upto	:	05-11-2007

2. Filled Application should be sent along with the required enclosures to the following address:

**The Director,
DIRECTORATE OF DISTANCE EDUCATION
S.V.UNIVERSITY,
Tirupati - 517 502
Andhra Pradesh.**

3. Spot Admissions : On every Monday at DDE, S.V.University,
Tirupati

Note: Applications are available from the following places

1. D.D.E, S.V.UNIVERSITY, Tirupati,
2. State Bank of India, S.V.U. Campus, Tirupati
3. Study Centres (See. Page No.9)

Fax : 0877-2248393

Telephone Nos.: 0877-2249548(O)

: 0877-2249666 Ext 277

Web-site : svudde.org

1. INTRODUCTION :

Education is a life long process. It does not stop at any particular age. This is interpreted as a continuing education or continuous education. The conventional system of education was proved in-adequate to accomodate the growing needs of the Indian Society. Therefore the system of distance education has emerged as an effective alternative to the conventional system of education. Distance Education system should cater to the needs of those who wish to improve their knowledge and skills.

Main Objectives of Distance Education Institutions are

- a. To provide higher educational opportunities to the people who were deprived of the same earlier.
- b. To Promote professional efficiency for the in-service candidates.
- c. To meet the challenges of a changing society.
- d. To provide wider opportunity to the youth who are not able to join in regular colleges due to various reasons.
- e. To provide high quality of education with minimum expenditure.

About Directorate of Distance Education (DDE) of Sri Venkateswara University :

With the above objectives, S.V.University introduced Correspondence courses in the year 1972 to extend the frontiers of academic excellence beyond its campus. This Institute was upgraded as Directorate of Distance Education (DDE) in April 1995 as per the UGC norms. At present this institute is offering UG courses like B.A. B.Com., PG courses like M.A., (Economics, Telugu, English, Polticial Science and Public Administration, Sociology, and History), M.Com.,M.B,A., M.C.A., M.Sc., (Mathematics, Computer science, Psychology, Physics, Chemistry and Zoology) M.S Public Relations, L.L.M, P.G. Diploma in IR& PM, Guidance and Counselling, Consumer Education, B.Li.Sc., and C.Li.Sc., courses.

PROSPECTUS FOR B.A./B.Com., COURSES

I. Admission into I Year B.A./B.Com is under two streams.

a) Regular system

The candidates should have passed Intermediate examination or an examination recognised as equivalent thereto. They can apply into the I year Degree course directly without any entrance examination. This application is only for the candidates who are seeking admission directly into I year or II year or III year degree with Intermediate or equivalent qualification

b) Open University system :- (OUS)

Under this system candidates should have completed 18 years of age and should qualify the eligibility test conducted by this Institute. The eligibility test will be conducted every year generally in the month of September. There is a separate application to seek the admission under OUS Degree Course.

II. Admission into II year and III year Degree:

Students of S.V.University who have passed I year or II year examination of B.A. (with the combination of groups that are being offered) and B.Com in the affiliated Colleges of S.V.University, or private study are eligible to get admission into II year or III year degree respectively.

III. COURSE OF STUDY

The course of study for the degree (B.A/B.com.,) shall be in two parts.

Part-I : It is common for B.A. and B.Com courses.

a) First Language, (English)

b) Another Language (Telugu) (Second Language)

Note: Candidates are permitted to choose Hindi, Tamil, Urdu, Sanskrit, under Part-I(b) as second Language, **but the preparation of study material will be at their own risk.** This Institute will not supply any study material and conduct classes for the second language subject other than Telugu.

Part-I (c) Indian Heritage Culture and Science and Civilization.

(d) Environmental Studies

Part-II for B.A. Course :

The candidate admitted in **I B.A., Degree**, can choose **any one** of the group combination subjects mentioned below:

1. History, Economics, Political Science
2. History, Political Science and Public Administration
3. Sociology, History, Political Science
4. Economics, Political Science, Public Administration.
5. Sociology, Economics and Political Science.
6. History, Economics, English
7. History, Political Science, English
8. History, Political Science, Telugu
9. Economics, Political Science, Telugu
10. Political Science, Sociology, Public Administration

Part II for B.Com., Degree:

For the I B.Com there are four papers under Part-II and they are common to all the candidates.

- a) Business Economics,
- b) Financial Accounting,
- c) Industrial Organisation and Management,
- d) Quantitative Techniques

IV. Duration of the Course:

Duration of B.A./B.Com. degree course is of three years from the date of admission into the course.

V. Medium of instruction :

This institute provides instruction both in English and Telugu medium. The candidates can choose any one of the medium to write the University Examinations.

VI. Examination and Passing Marks

a) The Examinations will be conducted by the controller of Examination, S.V.University twice in a year i.e., March/April and sept./October.

- b) Candidates have to pay the examination fee along with the examination application to the Controller of Examinations of S.V.University. This will be informed to the candidates at the end of academic year.
- c) The candidates of B.A./B.Com can choose any Government or Aided degree college in S.V.University area (i.e. Chittoor, Kadapa, Nellore Dist) and selected centres in other Districts for writing their University Examination provided that group subjects is offered in that college. Otherwise they have to choose Tirupati Centre Only. If there is no minimum candidates in a particular study center, (i.e. 100) DDE has right to allot them to the nearest center to write the University examination.
- d) The max.marks for each paper is 100. The Minimum pass marks is 35/100 for all papers.
- e) The Environmental Studies paper, for theory examinations 75 marks & 25 marks for field work record.

VII. Fee Particulars :

The following fee should be paid for B.A./B.Com students admitted under Regular System (i.e., candidates who passed intermediate or equivalent and admitted directly to the B.A./B.Com degree) The fee should be paid by way of DD. in favour of Registrar, S.V.University, Tirupati.

B.A./B.Com	Fee particulars
I year	Rs. 1,745/-*
II year	Rs. 1,320/-
III year	Rs. 1,320/-

(The fee includes Registration fee, Tuition fee, CPC Fee, Development fee)

* Candidates who studied Intermediate other than Board of Intermediate of A.P. have to pay Rs. 145/- extra towards recognition fee besides the above fee in the I Year.

VIII. The candidates seeking admission directly in II year and III year Degree has to pay Rs. 1745.

IX. Contact Programme Classes(CPC):

This Institute will organise 12 days C.P.C. at Tirupati. and at the study centres chosen by the candidates. The Co-ordinator will organise the CPC at study centres.

X. Study Material:

The study material covering the syllabus prescribed for the course will be despatched to the candidates in two spells. This study material has been prepared by the subject experts. The students are advised to develop regular reading habit from the beginning.

XI. Library Facility :

There is a well established library in the D.D.E. Students are advised to make use of the library for ready reference.

XII. Identity card and Code Roll No. :- Students admitted into the course will be issued identity card with attested photo of the student which contains Code Roll Number. The student should mention the Code Roll No. in all future correspondence regarding the course.

XIII. Telephone Counselling:-Telephone

Counselling facility is available in the D.D.E . Students can contact the D.D.E on all Sundays from 10.a.m to 1 pm. Phone No. 0877-2249548, 2249666, Extn: 277

XIV. Office Timings:

The working hours of the Directorate of Distance Education are 10.15 a.m., to 1.p.m. and 1.45 p.m to 5.00p.m. on all working days. Every Sunday and second Saturday of every month are holidays

XV. Important Note:

The following certificates should be enclosed along with the application for the admission into I, II and III year B.A./B.Com Degree

- a. Marks Memo of Intermediate or equivalent examination passed (Original and Two xerox copies)
- b. S.S.C certificates (Two sets of attested xerox copies)
- c. Demand Drafts for Rs.1745/- drawn in favour of **The Registrar, S.V.University, Tirupati.**
- d. I year/II year B.A./B.com., marks memo who wants to join in II or III year B.A./B.Com., Course.(Original and two sets attested xerox copies).

- e. Migration Certificate (Required for the candidates other than Board of Intermediate education, Hyderabad, A.P.
- f. Two recent passport size photographs duly attested should be affixed one on the application and another on the identity card.
- g. Two Self addressed envelope of Rs. 5/- stamps each

Note :- 1. Application without bank drafts and original certificates as stated above will be rejected.

2. All fees should be paid through Demand Drafts in Favour of **The Registrar, S.V.University, Tirupati**, payable either in Andhra Bank or State Bank of India, S.V.University Campus, Tirupati only.

3. The candidate should write his/her name, course and group on the back side of the Demand Draft.

4. **Last date for receipt of filled applications:**

With out fine upto	: 10-09-2007
With fine of Rs. 100/- upto	: 25-09-2007
With fine of Rs. 200/- upto	: 15-10-2007
With fine of Rs. 300/- upto	: 05-11-2007

5. Spot admission will be held on every Monday, at DDE, S.V.University.

6. Filled in Application should be sent along with the required enclosures (as stated above) to the following address:

The Director
Directorate of Distance Education
S.V.University,
Tirupati - 517 502
Andhra Pradesh

* For all legal matters the jurisdiction is restricted to Tirupati Town only.

IMPORTANT INSTRUCTIONS

1. While obtaining the DD, please check, whether the draft is signed by the bank authorities.
2. On the back side of the bank draft the following particulars should be written for its safe accounting.
 - i. Name of the Student:
 - ii. Code No.:
 - iii. Name of the Course/Subject:
 - iv. purpose of Payment: (Admission Fee / Examination Fee etc.)
3. It is necessary that every student of the Directorate of Distance Education(DDE), should quote the Enrollment number and name of the course and subject in all the correspondence without which no action can be taken.
4. No refund of fee will be made once remitted.
5. If the last day of any transaction falls on a holiday students are allowed to transact the same on the following working day only and not beyond.
6. The candidates are advised to preserve all the fee receipts and identity card till they completion the course.
7. All enquiries and correspondence relating to the Distance Education Courses must be addressed to :

**THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION
S.V.UNIVERSITY
TIRUPATI - 517 502**

Telephone Counselling

**D.D.E Offers Telephone Counselling
on every Sunday between 10.00 a.m., to 1. p.m.,
Phone Nos. 0877- 2249548, 2249666. Extn: 234,277**

**Website
www.svudde.org**