

DIRECTORATE OF DISTANCE EDUCATION



APPLICATION & PROSPECTUS

**FOR
M.Phil Programme (Distance Mode)**

2007 - 08

**SRI VENKATESWARA UNIVERSITY,
TIRUPATI - 517 502**

PREPACE

Dear Candidate

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 admission into M.Phil Programme. The D.D.E assures you that it would do its best in providing all assistance and guidance up to 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 due to various reasons. The DDE of S.V. University will take all necessary steps to fulfill this objective. 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 service. This prospectus will give all the necessary information about your course.

You are advised to keep this prospectus till you complete the programme as it contains all the relevant information about the course.

Wish you good luck.

DIRECTOR

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 inadequate to accommodate 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

- a. To provide higher educational opportunities to the people.
- 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.

With the above motives, 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, the Directorate of Distance Education is offering B.A., B.Com., PG courses like M.A.,(Economics, English, History, Political Science and Public administration, Sociology and Telugu) M.Com., M.B.A., M.S.c, (Mathematics, Computer Science, Psychology, Physics, Chemistry and Zoology), MSPR, MCA., L.L.M., B.Li.Sc., B.Ed. (3rd Methodology), P.G.Diploma in IR&PM, P.G. Diploma in Guidance and Counselling and C.Li.Sc. From the academic year 2006-07 M.Phil programme was introduced through Distance Mode

PROGRAMMES OFFERED BY THE DIRECTORATE

The Directorate of Distance Education, S.V. University offers the following subjects in M.Phil programme through Distance Mode for the academic year 2007-08.

S.No	Course	Subject	Medium
1.	M.A.	a) Telugu b) English c) Hindi d) Urdu e) Sanskrit f) Tamil g) Economics h) History i) Pol.Sci&Pub.Adms j) Sociology k) Philosophy l) Anthropology	Telugu English Hindi Urdu Snaskrit Tamil English English English English English
2.	M.Com	Commerce	English
3.	M.Ed	Education	English
4.	M.Sc	a) Mathematics b) Psychology c) Anthropology	English English English
5.	M.B.A	Business Administration	English

DURATON OF THE COURSE : ONE YEAR

MODE OF ADMISSION : DIRECT

FEE PARTICULARS:

Name of the programme	SVU Candidates Rs.	Other than SVU candidates Rs.
M.Phil in M.A /M.Com/M.Ed / M.B.A	10,000	10,145
M.Phil in Mathematics	12,000	12,145
Psychology	12,000	12,145
Physical Anthropology	12,000	12,145

The above fee should be paid by way of Demand Draft drawn in favour of the Registrar, S.V. University, Tirupati from State Bank of India/ Andhra Bank payable at State Bank of India /Andhra Bank, S.V.U Campus Tirupati only.

ELIGIBILITY FOR ADMISSION :

Post graduate degree holders in the subject concerned from S.V. University or from any other recognized university with 50% marks.

- a) Telugu : A post graduate degree in Telugu
- b) English : A post graduate degree in English
- c) Hindi : A post graduate degree in Hindi
- d) Urdu : A post graduate degree in Urdu
- e) Sanskrit : A post graduate degree in Sanskrit
- f) Tamil : A post graduate degree in Tamil
- g) Economics : A post graduate degree in Economics
- h) History : A post graduate degree in History / Ancient History, Archaeology and Culture / Studies on Indo-China.

- i) Pol.Sci & Pub.Admn : A post graduate degree in political Science and Public Administration.
- j) Sociology : A post graduate degree in Sociology / Social work / Mass Communication / Rural Development.
- k) Philosophy : A post graduate degree in philosophy
- l) Anthropology : A post graduate degree in Social Anthropology
- m) Population Studies : A post graduate degree in population Studies
- n) Adult Education : A post graduate degree in Adult Education

2. M.Com: A post graduate degree in Commerce

3. Education: A post graduate degree in Education.

- 4.M.Sc a) Mathematics : A Post Graduate Degree in Mathematics
b) Psychology : A Post Graduate Degree in Psychology
c) Physical Anthropology : A Post Graduate Degree in Physical Anthropology
- 5.M.B.A : A Post Graduate Degree in Business Administration

Selection of Research Supervisor (Guide)

The applicant has to select Research Supervisor for his/her M.Phil Programme. Research Supervisor shall satisfy the following requirements to guide the M.Phil students.

- § He/She shall be teacher of S.V.University / its affiliated college or any other recognized University/ Research Scientist working in a National Research institution with a minimum of two years service in the subject concerned.
- § He/She shall be in the minimum cadre of Lecturer/ Research Officer /Research Scientist/ Assistant Professor etc.
- § He/She shall possess Research Qualifications M.Phil / Ph.D in the subject concerned.

No. of candidates per guide : up to 10 (Ten)

Approval of the Title: Admission committee will finalize the title.

APPLICATION FORM

The Application Form and prospectus can be obtained in person from the office of the Directorate or any of its study centers on payment of Application Fee of Rs 300/- by way of Demand Draft, drawn in favour of the Director, DDE, S.V. University, Tirupati from any Nationalized Bank payable at **ANDHRA BANK or STATE BANK OF INDIA**, S.V.U Campus, Tirupati only. It can also be obtained by post, by sending a requisition to the Director, Directorate of Distance Education, S.V. University, Tirupati along with a Demand Draft for Rs. 300 specifying the subject for M.Phil programme applied. A self-addressed stamped envelope of Rs. 35/- of size. 28 x 13 cm. is also required to send the application and prospectus

INSTRUCTIONS FOR FILLING UP THE APPLICATION

- § The entries in the application should be filled in carefully, by the applicants in their own handwriting which should be legible. Typed entries will not be accepted.
- § Details of the original certificate submitted along with the application should be furnished in the relevant column of the application.
- § A recent photograph of passport size attested by a Gazetted officer should be pasted on the application form in the space provided for it.
- § Mention the course and subject clearly.

INSTRUCTIONS FOR SENDING THE FILLED IN APPLICATION

- i) Filled in application should be sent only to

**THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION
SRI VENKATESWARA UNIVERSITY
TIRUPATI – 517 502
ANDHRA PRADESH.**

- ii) Applicants are requested to read carefully the rules of eligibility and mention clearly the subject in which he/she wants to join for M.Phil Programme.
- iii) Enclosures to be sent along with application:
 - a. Admission fee of Rs. 10,000 / 12,000 by way of Demand Draft drawn in favour of Registrar, S.V. University, Tirupati, Payable at Andhra Bank or State Bank of India, SVU campus, Tirupati.
 - b. Original Certificate of Post Graduate Degree i.e. Convocation / Pass Certificate, Marks Statements of post graduate degree along with 2 sets of Xerox copies.
 - c. Xerox copies of SSC or its equivalent.

RETURNING ORIGINALS :

Original certificates will be returned to the candidates after finalization of admission along with Admission Memo. Admission Committee will finalize the admission. If a candidate is not selected for admission, his Demand Draft for admission fee (enclosed along with application) and original certificates will be returned.

ENROLLMENT NUMBER:

The Directorate will assign an Enrollment Number to each student. Students should invariably quote their enrollment number in all their future correspondence with the Directorate.

IDENTITY CARD.

Students will be issued Identity Cards by the Directorate after their admission. The Identity Card signed by the Director will be given to the students. Students are instructed to keep their Identity Card safely till the completion of the programme and must bring their Identity Card at the time of personal contact programme and examinations.

Students who have lost their Identity Card can obtain a duplicate Identity Card from the Directorate by paying a D.D. for Rs. 50/- along with a requisition and stamp size photo.

SYLLABI AND SCHEME OF EXAMINATION:

The M.Phil Programme consists of two theory papers and dissertation for 400 marks as follows:

Research Methodology	-	100 marks
Area of Specialisation	-	100 marks
Dissertation	-	200 marks
Minimum pass marks	:	40% in each paper and aggregate Marks of 50%

CONTACT PROGRAMME CLASSES:

Contact programme Classes will be conducted for 7 days at DDE, S.V.University, Tirupati. Those who have fulfilled 90% of the attendance in contact programme are only eligible to appear written examinations. Contact Programme Classes dates will be communicated later.

DETAILS OF SUBMISSION OF DISSERTATION :

Three copies of dissertation should be submitted to the Director, Directorate of Distance Education, S.V. University, Tirupati – 517 502. Dissertation can be submitted either in person or through post. Spiral binding for the Dissertation is not permitted.

The Dissertation should be submitted only after completion of University M.Phil written examinations. Anyhow students are permitted to submit their dissertation within 6 months after completion of their M.Phil theory examinations.

EXAMINATION PATTERN :

The Directorate of Distance Education will send examination application forms to those who have fulfilled the required attendance in Contact Programme Classes. The examination fee

details will be sent along with examination application form. The examination center will be intimated along with examination application.

Hall tickets will be issued to the students before two days from the commencement of the examinations, at the examination centres only.

MARKS STATEMENT AND PROVISIONAL CERTIFICATE:

The Directorate of Distance Education will send marks statements / Provisional certificates to the students immediately after receiving them from the Controller of Examinations of S.V. University.

DEGREE CERTIFICATE:

A press notification with regard to the convocation will be given by the Registrar, S.V. University during the month of October/November every year. The students can obtain the prescribed form from the office of the controller of examinations / Directorate of Distance Education and apply. Degree certificate will be sent directly to the students after the convocation.

However, there is **in-advance** facility to obtain Original Convocation degree by paying an extra fee for the certificate as and when required by the students.

FACILITIES AVAILABLE AT DDE:

1) Enquiry Cell

The Directorate of Distance Education, S.V. University, Tirupati, established an Enquiry Cell for Students' enquiries.

2) Telephone Counselling

The students can call over phone to the DDE on every Sunday from 10.00 am to 1.00 pm to clear their doubts, if any. The Telephone Number is (0877) 2249548.

3) Fax Facility

For immediate Correspondence, Please contact the office through Fax (0877) 2248393

4) Library :

a) DDE : Library:

The students can also make use of the Library in Directorate of Distance Education during the working hours. By producing the identity card, the candidate can get one book during the contact programme classes only. But they have to return the book before the completion of the contact programme classes.

b) SVU Main Library :

Students can make use of S.V. University main library for reference purpose during working hours of the Library. But books will not be issued to home.

5) Multi- media Lab with Internet facility

A well-established Multi-media Lab is available at the Directorate of Distance Education Building for the benefit of DDE students.

IMPORTANT INSTRUCTIONS

1. While obtaining the DD, please check whether the draft is signed by the bank authorities.
2. On the reverse side of the bank draft the following particulars should be written for its safe accounting:
 - i. Name of the Student.
 - ii. Name of the Course/subject
 - iii. Purpose of payment: (Tuition Fee/ Examination Fee etc.,)
3. It is necessary that every student of the Directorate of Distance education (DDE) should write the Enrolment Number and name of the Course and subject in all the correspondences without which no action can be taken.
4. Fee will not be refunded.
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 complete 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., A.P.**

Last date for receipt of filled in application without late fee	: 01-10-2007
With a late fee of Rs. 100/- up to	: 01-11-2007
With a late fee of Rs. 200/- up to	: 01-12-2007
With a late fee of Rs. 300/- up to	: 31-12-2007

SALIENT FEATURES OF D.D.E.,S.V.UNIVERSITY

1. **Paper-wise pass system** for all courses.
2. TC is not required for admission into any of the courses.
3. The Controller of Examinations, Sri Venkateswara University, Conducts all the examinations of the DDE and degrees are awarded by S.V. University, Tirupati. The degrees awarded are equivalent to the degrees awarded to regular students of S.V. University.

***D.D.E. offers TelePhone counselling on every Sunday between 10.00 AM and 1 P.M
Ph: No. 0877-2249548***

Contact Address: **Director**
 Directorate of Distance Education
 S.V. University, Tirupati - 517 502
Phones : 0877-2249548; 2249666
Extn : 277, 234
Fax : 0877-2248393
web-site : www.svudde.org

Note:

1. The University reserves the right to start or not to start any course or courses if sufficient applications are not received
2. Candidates should abide by the conditions, rules and regulations stipulated by the D.D.E., and Laws of the University applicable from time to time.
3. Filled in applications shall be submitted to the **DIRECTOR, D.D.E. S.V.UNIVERSITY, TIRUPATI - 517502** by registered post or in person.
4. Spot Admission will be held on every MONDAY at D.D.E., S.V. University.