

DIRECTORATE OF DISTANCE EDUCATION

APPLICATION & PROSPECTUS



**FOR
POST GRADUATE DIPLOMA COURSES & LIBRARY AND
INFORMATION SCIENCES
2007 - 08**

1. Industrial Relations and Personnel Management
2. Guidance and Counselling
3. Consumer Education
4. Bachelor of Library and Information Sciences
5. Certificate course in Library and Information Sciences.

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

Admission Schedule for the academic year 2007-2008

1. Last date for receipt of filled in application without late fee for all courses 01-10-2007

Last date with Fine of Rs. 100/- upto : 01-11-2007

Last date with fine of Rs. 200/- upto: 01-12-2007

Last date with fine of Rs. 300/- upto: 31-12-2007

2. Filled Applications 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**
4. Office Timings : **10.15 A.M. to 1 P.M. and 1.45 P.M. to 5 P.M on all working days except on Sundays and Second Saturday of every Month.**

Note 1: Applications can also be had 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.

Note 2:

1. The University reserves the right to start or not to start any course or courses if sufficient number of applications are not received.
2. Candidates should abide by the conditions, rules and regulations stipulated by the Directorate of Distance Education and Laws of the University applicable from time to time.
3. All the legal matters relating to any course will have to be referred to the court of law at Tirupati only.

Fax : 0877-2248393
Web-site : www.svudde.org
Director : 0877-2249548
Telephone Nos. : 2249548 (O)

| SL.No. | | Page No. |
|---------------|---|-----------------|
| I. | Introduction | 4 |
| II. | Fee Particulars | 5 |
| III. | Examination Pattern | 6 |
| IV. | Facilities available at DDE | 6 |
| V. | Important Instructions | 7 |
| VI. | Details of Courses offered. | |
| 1. | Industrial Relations and Personnel Management | 8 |
| 2. | Guidance and Counselling | 9 |
| 3. | Consumer Education | 10 |
| 4. | Bachelor of Library and Information Sciences | 11 |
| 5. | Certificate course in Library Science | 12 |

I. 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 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

- 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.

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 P.G.Diploma in IR&PM, Guidance and Counselling, Consumer Education, B.Li.Sc., and C.Li.Sc apart from various post-graduate courses.

II. FEE PARTICULARS :

P.G.DIPLOMA COURSES :

| | | |
|---|--------|-----------|
| Industrial Relations and Personnel Management | I year | Rs. 2,195 |
| Guidance and Counselling | I year | Rs. 3,500 |
| Diploma in Consumer Education | I year | Rs. 2,500 |

LIBRARY AND INFORMATION SCIENCE COURSES :

| | | |
|---|--------|-----------|
| Bachelor of Library and Information Sciences | I year | Rs. 2,590 |
| Certificate course in Library and Information Science | I year | Rs. 1,420 |

Note: *Candidates who have taken degree from other than S.V. University have to pay Rs 145 extra towards Recognition fee in addition to the fee mentioned above.*

III. EXAMINATION PATTERN

At the end of academic year examinations will be conducted by the Controller of Examinations, S.V.University, for the students who apply for the examinations. Detailed timetable with regard to the dates of examinations will be sent to the students in advance. The examination centers are S.V.U. College, Tirupati and selected study centers. Hall tickets will be issued in two working days before the commencement of the examination at selected examinations centers.

Even after the completion of the course, for further exams, application forms will be sent to the candidates, if the candidates make a request along with two self addressed envelopes with required postage.

The university has introduced paper-wise pass system for all the courses of DDE. Paper wise pass system means if any candidate got fail marks/absent in a particular paper/papers such candidate need not write all papers again. But he/she has to write only that particular paper/papers which he/she failed for passing the degree.

IV. FACILITIES AVAILABLE AT THE DDE:

1) Enquiry Facility

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

2) Telephone Counselling

The students can call by phone to the DDE on every Sunday from 10.00 A.M. to 1.00 P.M. 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) Supply of Study Material

Well prepared study materials, as per the syllabus, will be supplied to the students.

5) Conduct of Contact Programme Classes:

Meaningful Contact between the teacher and the taught will be provided by arranging Contact Programme Classes. The exact dates will be communicated to the students. The students are advised to attend these classes without fail, since it will be highly beneficial to them. They must come fully prepared along with the lessons already supplied to them to clarify their doubts, if any.

Candidates have to make their own arrangements for staying in TIRUPATI.

6) Library :

a) DDE : Library :

The students can 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.

7) Multi- media Lab with Internet facility

Well-established Multi-media Lab has been established at the Directorate of Distance Education Building for the benefit of DDE students. All the DDE students are advised to make use of the Multi-Media Lab for learning.

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. 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 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.

POST GRADUATE DIPLOMA IN INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT

Eligibility for Admission: A candidate for admission into P.G.Diploma in IRPM should have passed any degree examination of S.V.University or an examination recognised as equivalent thereto.

Duration: One Year

Scheme of Examination:

There will be two parts-

Part I Consists of the following six theory papers and

Part II Consists of project report

Part I

| | |
|-----------|--|
| Paper I | Principles of Practice of Personnel Management |
| Paper II | Organisation Theory and Behaviour |
| Paper III | Industrial Relations |
| Paper IV | Industrial Finance and Organisational Methods |
| Paper V | Wages and Salary Administration |
| Paper VI | Labour Welfare Legislation and Administration |

Part II

The project report is to be prepared on an approved topic under the guidance of an approved supervisor.

Fee particulars: Candidates will be required to pay Rs. 2195 towards tuition and other fees. Candidates belonging to other than SV University have to pay Rs. 2340 (Rs. 145/- extra towards Recognition fee)

The fee should be paid by way of Demand Draft drawn in favour of **Registrar, S.V.University, Tirupati**. Demand Drafts are to be taken either at SBI or AB payable at S.V.University Campus, Tirupati only.

Medium of Instruction & Examination : English

Contact with Teachers: Meaningful contact between the teacher and the taught will be provided by arranging contact programme classes for EIGHT days at Tirupati.

POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING

Eligibility for Admission: A candidate for admission into P.G.Diploma in Guidance and Counselling should have passed B.A/M.A/M.Sc in Psychology, Education, Social Work, Human Development or Extension, any Health Professional (Nursing, Medicine, Physio-therapy, para-medical).

Duration: One Year

Papers:

| | | |
|--------------|---|-----------|
| Paper I | Principles of Mental Health and Adjustment | 100 marks |
| Paper II | Principles of Guidance and Counselling | 100 marks |
| Paper III | Diagnostic Testing and Evaluation in Guidance and counselling | 100 marks |
| Practicals : | Practicum – I | 100 marks |
| | Practicum – II | 100 marks |

Fee particulars: Candidates will be required to pay Rs. 3500/- towards tuition and other fees. Candidates belonging to other than SV University have to pay Rs. 3645 (Rs. 145/- towards Recognition fee)

The fee should be paid by way of Demand Draft drawn in favour of Registrar, S.V.University, Tirupati. Demand Drafts are to be taken either at SBI or AB payable at S.V.University Campus, Tirupati only.

Medium of Instruction & Examination : English

Contact with Teachers : The DDE will organize useful 12 days contact programme classes by experienced faculty. Attendance to the contact programme classes is compulsory.

POST GRADUATE DIPLOMA IN CONSUMERS EDUCATION

Eligibility for Admission: A candidate for admission into P.G.Diploma in Consumers Education should have passed any degree examination of S.V.University or an examination recognised as equivalent thereto.

Duration : One Year

Scheme of Examination :

There will be five Theory papers and one project report

| | |
|-----------|--------------------------------|
| Paper I | Consumerism |
| Paper II | Consumer protection laws |
| Paper III | Consumer protection Act - 1986 |
| Paper IV | Consumer and Society |
| Paper V | Consumer case laws |

Project Report : The project report is to be prepared on an approved topic under the guidance of an approved supervisor.

Fee particulars : Candidates will be required to pay Rs. 2500 towards tuition and other fees. Candidates belonging to other than S.V.University have to pay Rs. 2645 (Rs. 145/- towards Recognition fee)

The fee should be paid by way of Demand Draft drawn in favour of **Registrar, S.V.University, Tirupati**. Demand Drafts are to be taken either at SBI or AB payable at S.V.University Campus, Tirupati only.

Medium of Instruction & Examination : Medium of instruction will be in English only. However candidates can write the examinations in Telugu medium also

Contact with Teachers : Meaningful contact between the teacher and the taught will be provided by arranging contact programme classes for 12 days at Tirupati.

B.L.I.Sc.,

1. Eligibility : Pass in any Graduate Degree
(Except Oriental/vidwan/technical/Medical/Law)
2. Duration : One Year
3. Medium of Instruction : English Medium only. However students may be allowed to write University exams in Telugu Medium also.
4. Study Material : Will be provided in English Medium only
5. C.P.C. : Contact Program Classes (CPC) will be conducted for 30 days in two spells of 15 days each. Attendance is compulsory
6. Course of Study : 8 Papers - 800 marks
for assignments 100 marks
Total 900 marks
7. Examination : There will be University Examination after one year.
Practical examinations will be held at DDE S.V. University,
Tirupati only
8. Examination Centres : S.V.University College and selected study centres
9. Pass Marks : 35 marks in each paper

The students should send the following along with the filled in application form of B.L.I.Sc.

1. Original Degree/Provisional Pass Certificate along with two sets of attested copies of the same
2. Demand Draft

For S.V.U Degree Holders : DD for Rs. 2, 590/-

For Other University Degree Holders : DD for Rs. 2, 735/-

The Demand Draft should be drawn in favour of The Registrar, S.V. University, Tirupati. Demand Draft Should be taken on State Bank of India/ Andhra Bank, payable at S.V.University Campus, Tirupati only. On the back side of the demand draft name and address, course applied for should be furnished without fail.

C.Li.Sc.,

1. Eligibility : Intermediate Pass
2. Duration : Six months
3. Medium : Telugu & English Medium
4. Study Material : Will be provided by DDE - S.V.University
5. C.P.C. : Contact Program Classes (CPC) will be conducted for 10 days Attendance is compulsory for these calsses. If sufficient number of students are not available in any medium both the classes will be combined during CPC
6. Course of Study : 6 Papers - 600 marks
7. Examination : There will be University Exmination after six months.
8. Centre : S.V.University College, Tirupati and Various study centres.
9. Pass Marks : 35 marks in each paper

The students should send the following along with the filled in application form of C.Li.Sc.

1. Original Inter marks statement along with two sets of attested copies
2. Demand Draft for Rs. 1420/- towards tuition fee and CPC fee

The Demand Draft should be drawn in favour of **The Registrar, S.V. University, Tirupati.** Demand Draft Should be taken on State Bank of India/ Andhra Bank, payable at S.V.University Campus, Tirupati only. On the reverse side of the damand draft name and address, course applied for should be furnished without fail.