

SRI VENKATESWARA UNIVERSITY
TIRUPATI - 517 502
(Accredited with 'A' grade by NAAC)

DIRECTORATE OF
DISTANCE EDUCATION
(RECOGNISED BY DISTANCE EDUCATION COUNCIL)

COMMON PROSPECTUS

(For PG, UG & Diploma Courses)

(WITH APPLICATION FORM FOR ADMISSION)



2010-11

Website:

www.svudde.org
www.svuniversity.in

PREFACE

Dear Learners,

The Directorate of Distance Education of Sri Venkateswara University extends a warm and hearty welcome to you for choosing our institution for your higher education study. This is a common prospectus which covers all important points relating to admission into all the programmes (except B.Ed. and B.A./B.Com. Open University System) offered by the DDE.

The main objective of Distance Education is to “reach the un-reached”. Through Distance Education, we hope to provide all the need-based academic and vocational programmes at your doorstep.

Sri Venkateswara University, established in 1952, is one of the three oldest Universities in Andhra Pradesh. The University has been making commendable strides in its service to the socially and educationally disadvantaged students of the society. The University is accredited by NAAC with ‘A’ grade.

The Directorate of Distance Education came into existence in the year 1972 to extend the frontiers of academic excellence beyond its campus.

I hope you will find this prospectus helpful in pursuing your higher studies in this Institute. You are advised to go through the contents before filling in your admission application form, and to keep this prospectus till you complete the programme /course.

I wish you all success in your efforts.

Prof. K.V.S. Sarma
DIRECTOR

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1. INTRODUCTION

Education is a life-long process. It does not stop at any particular age. 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 caters to the needs of those who cannot pursue formal college education and 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 changing needs of the society in a global era.
- 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 mission, S.V. University introduced correspondence courses in the year 1972 to extend the frontiers of academic excellence beyond its campus. This Institute of Correspondence Courses (ICC) 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.(Regular and Open University System), B.Com.(Regular and Open University System), B.L.I.Sc., B.Ed.(III Methodology), P.G.Diploma in Industrial Relations and Personnel Management, PG Diploma in Guidance and Counselling apart from the Post-Graduate Courses(M.A., M.Com., M.Sc., M.B.A., M.C.A., L.L.M., M.S.P.R. and M.S.W.)

II. FACILITIES AVAILABLE AT THE DDE

a) Location : The DDE is located within the University campus can be reached from the University main gate (Golden Jubilee Arch) via Srinivasa Auditorium.

b) Enquiry Facility

DDE enquiries can be made at 0877-2289477 on all working days between 10-30 a.m. & 5-00 p.m.

c) Telephone Counselling

The students can call over phone to the DDE on every Sunday from 10.00 AM to 1.00 PM to clarify their doubts, if any. The Telephone Number is (0877) 2289477/ 2289434.

d) Fax Facility

For immediate correspondence, please contact the office through Fax (0877) 2289554

e) Supply of Study Material

Well prepared study material, as per the syllabus, will be supplied to the students after admission.

f) Library

i) DDE Library

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

ii) SV University Main Library

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

g) Multi-media Lab with Internet facility

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

h) Guidance Cell

Guidance cell was established in the DDE to guide and clarify the distance learners. Further the cell will assist in filling the admission/examination applications and also to clarify any other thing required by the learner.

i) Contact Programme Classes (CPC)

CPC will be organised for all courses. The number of CPC days depends on the nature of the course. Usually the CPC is organised during holidays for the convenience of students.

j) Working Women Hostel

Adjacent to the DDE building, a *Working Women Hostel*, maintained by the University is located which can be used (subject to availability) for stay on the campus during CPC/Practicals/Examinations.

PROGRAMMES OFFERED FOR THE YEAR 2010-11

Sl. No.	Name of the Programme	Eligibility	Duration Yrs	Course fee		Medium of Instruction
				Year	Amount	
1.	M.A. Telugu	Bachelor's Degree with Telugu as one of the subjects under Part I /Part II	2 Yr	I Yr II Yr	3500 2500	Telugu
2.	M.A. English	Bachelor's Degree with English as one of the subject under Part I /Part II	2 Yr	I Yr II Yr	3500 2500	English
3.	M.A. Hindi	Bachelor's Degree with Hindi as one of the subject at Part I /Part II	2 Yr	I Yr II Yr	3750 2750	English
4.	M.A. Economics	B.A. with Economics as one of the subjects	2 Yr	I Yr II Yr	3250 2250	English
5.	M.A. History	Bachelor's Degree	2 Yr	I Yr II Yr	3250 2250	English
6.	M.A. Political Science & Public Administration	Bachelor's Degree	2 Yr	I Yr II Yr	3250 2250	English
7.	M.A. Sociology	Bachelor's Degree	2 Yr	I Yr II Yr	3250 2250	Hindi
8.	Master of Social Work	Bachelor's Degree of any recognized University	2 Yr	I Yr II Yr	5500 4500	English
9.	M.S. Public Relations	Bachelor's Degree	2 Yr	I Yr II Yr	4750 3750	English
10.	M.Sc. Mathematics	B.Sc. or B.A. with Mathematics as one of the subjects	2 yr	I Yr II Yr	3750 2750	English
11.	M.Sc. Computer Science	B.Sc. Comp.Sci. / B.A Comp. Appl. / B.Com. or B.Sc. Comp. Appl./ Any Deg. With PGDCA / B.E. / B.Tech. /B.C.A.	2 Yr	I Yr II Yr	12500 11500	English
12.	M.C.A.	Bachelor's Degree with Mathematics at +2 level	3 Yr	I Yr II Yr	13000 11500 11500	English
13.	M.Sc. Physics	B.Sc. With Physics & Mathematics subjects	2 Yr	I Yr II Yr	12500 11500	English
14.	M.Sc. Chemistry	B.Sc. With Chemistry	2 Yr	I Yr II Yr	13500 12500	English
15.	M.Sc. Zoology	B.Sc. With Zoology	2 Yr	I Yr II Yr	12500 11500	English
16.	M.Sc. Psychology	Bachelor's Degree	2 Yr	I Yr II Yr	6750 5750	English
17.	M.Com.	B.Com. & B.A. with Commerce as one of the subjects	2 Yr	I Yr II Yr	3250 2250	English
18.	Master of Business Administration (M.B.A.)	Bachelor's Degree	3 Yr	I Yr II Yr	10000 8500 8500	English

Sl. No.	Name of the Programme	Eligibility	Duration Yrs	Course fee		Medium of Instruction
				I Yr	II Yr	
19.	Executive M.B.A.	Undergraduate or Post-Graduate degree or Professional Degree Holder from the faculty of Engineering / Technology /Medicine / Pharmacy / Law and Architecture.	2 Yr	12500	11500	English
20.	L.L.M.	BL /LLB	2 Yr	8000	7000	English
21.	B.A. /B.Com(Regular)	Intermediate	3 Yr	2500	1500	Telugu / English
22.	B.A. /B.Com.(OUS)	Eligibility test for those who completed 18 years of age and without any formal education.	3 Yr	2500	1500	Telugu / English
23.	B.L.I.Sc.	Bachelor's Degree	1 Yr	4000		English
24.	B.Ed. III Methodology	B.Ed.	6 months	5850		English/ Telugu
25.	PG Diploma in Industrial Relations & Personnel Management	Bachelor's Degree	1 Yr	2500		English
26.	PG Diploma in Guidance & Counselling	B.A./M.A./M.Sc. in Psychology, Education, Social Work, Human Dev. or Extn. or any Health Professional.	1Yr	5000		English

PRECAUTIONS

1. The candidates who have passed the qualified examinations on or before June 2010 are only eligible to apply for the present academic year 2010-11.
2. Using the old or last year application for admission into present year is not allowed. Such applications will be summarily rejected. Only new application of this year or application down loaded from www.svudde.org shall be used.
3. All types of fee shall be made by way of Demand Draft in favour of **The Registrar, S.V. University**, payable at Tirupati, drawn on State Bank of India or Andhra Bank.
4. Candidates who have taken degree from other than S.V. University have to pay **Rs. 145/- extra** towards *Recognition Fee* in addition to the first year fee mentioned above.
5. Each admission application should invariably be enclosed with separate Demand Draft.
6. Partial Payment of admission fees will not be entertained.
7. In any case consolidated Demand Draft will not be entertained. Such applications will be summarily rejected.
8. The Demand Draft particulars should be invariably written in the application form at the column given.

IMPORTANT DATES

- | | |
|---|--------------|
| 1. Last date for submission of filled in application without fine | : 10-11-2010 |
| 2. Last date for submission of filled in application with fine of Rs. 100/- | : 10-12-2010 |
| 3. Last date for submission of filled in application with fine of Rs. 200/- | : 10-01-2011 |
| 4. Last date for submission of filled in application with fine of Rs. 300/- | : 31-01-2011 |

IMPORTANT INSTRUCTIONS

Before filling the application read instructions carefully in all the columns in the application.

1. Use only prescribed application supplied by the DDE or down loaded from the DDE website. Downloaded applications should be accompanied by a DD for Rs.200/- towards the cost of application.
2. Select the subject as per your eligibility by reading the eligibility conditions given in the Prospectus and also select study centre of your convenience.
3. No refund of fee will be made once remitted. There are no fee concessions for any category of students. Fee once paid by the candidate will neither be refunded nor adjusted. Please check the eligibility before obtaining the Demand Draft.
4. On the backside of the Demand Draft, the following particular should be written.
Name :
Enrolment Number :
Name of the course/ subject :
Purpose of payment :
Admission fee / tuition fee / examination fee / any other, specify) :
5. After admission every student will be allotted an enrollment number which he/she should invariably mention in all his/her correspondence with the DDE. Full enrollment number including the period of study should be quoted in all the correspondence, and without this number will not receive attention
6. The identity card issued to the candidate will be sufficient for the purpose of identification for the entire period of study in the DDE. If the Identify card is lost, a fresh identity card will be issued on payment of Rs. 20/- during the course of study. Preserve the identity card with Enrolment Number, till the course is completed and produce it on demand at any time.
7. Preserve all the fee receipts till you complete the course and obtain the degree certificate.
8. All matters relating to examinations / results / marks / certificates will be dealt with only by the Controller of Examinations, Sri Venkateswara University.
9. For all legal matters the Jurisdiction is restricted to Tirupati city only.
10. Change in address if any, should be immediately communicated to the centre.
11. The student will be admitted into the DDE on the assumption that the entries in the Admission Application are correct. 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 DDE and /or by the University.
12. All communications and course material will be mailed to the students by regular post to the address of the students as per the records of the DDE. The students are advised to make necessary arrangements in their respective delivery post offices at their end to get the delivery of different communications, course materials from the DDE properly without delay. It is not possible for the DDE to own any responsibility for any postal mishap.
13. Examination applications will be mailed to all the candidates who are on rolls in the DDE. In the case of former students of the DDE, the examination applications will be supplied on request only and the candidates will not be permitted to take the examinations unless they clear all the dues to the DDE.

14. Information relating to the examination such as last date for receipt of examination fee etc. will be generally informed by the DDE. However, students are also advised to see notification in the Website issued by the Director, Distance Education, S.V.University, Tirupati relating to such matters and also the message will be sent to the candidates over mobile phones.
15. A candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidate wishes to appear for some papers only. Thereafter the candidate can appear for any part or papers.
16. The students can make enquiries regarding courses, examination particulars etc., at the Enquiry counter of the DDE or at the nearest study centre of the DDE or through telephone number 0877-2289477. Enquiries will be attended to in the office from 10.30 a.m. to 5.00 p.m. on all working days and the second Saturday in every month is a holiday to the DDE. The DDE also observes the State Government holidays.
17. Admission at any time may be cancelled by the DDE if the candidate is found ineligible for admission into the said course or he/she is found indisciplined.

Note for M.Sc. Physics, Zoology and Chemistry candidates

1. The DDE will organize useful 40 days contact programme classes by experienced faculty for both previous and final year students separately. Attendance to the contact programme classes is compulsory.
2. If there is no minimum number of candidates admitted in any study centre, the contact programme classes and practical examinations will be held at the nearest centre / nodal centre.
3. All students of Science Courses, viz. M.Sc. Physics, Chemistry and Zoology should pay total fee without taking study centre commission. Later commissions will be settled to the study centres.

Incomplete and Late Applications

Incomplete application forms, / applications received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer.

Change of course and Study Centre

Change of course is permitted before the last date on payment of Rs. 300/- by way of Demand Draft in favour of Registrar, S.V.University, Tirupati along with request letter.

In case change of study centre is desired, the candidates are advised to write a request letter to the Director, DDE stating the reasons for change of the study centre along with Rs. 500/- by way of Demand Draft payable at Tirupati in favour of Registrar, S.V.University.

Examinations and Improvement

a) Validity of admission : The admission made in the current year will be valued for five years after which the candidate should seek fresh admission.

b) Improvement examination : The candidate can appear for improvement in each paper or whole examination up to 5 years.

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

1. **Paper-wise pass system** for all courses.
2. Transfer Certificate (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.

Filled-in applications are to be sent to the following address

Contact Address: **Director**
Directorate of Distance Education
S.V.University, Tirupati - 517 502
Phones : 0877-2289477, 2289380
Fax : 0877-2289554
Website : www.svudde.org, www.svuniversity.in

- 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, Directorate of Distance Education, S.V.UNIVERSITY, TIRUPATI - 517502 by registered post or in person.
 4. Spot Admission will be held on every working day at D.D.E., S.V. University.

POST-GRADUATE PROGRAMMES

**COMMON INFORMATION RELATING TO
M.A, M.COM. AND M.Sc. MATHEMATICS**

a) Mode of Payment of fees

Candidates seeking admissions into the course have to pay the fee amount stated against the course duly drawn in favour of The Registrar, S.V.University, Tirupati, payable at State Bank of India/Andhra Bank, S.V.University Campus and send it along with their application form.

b) Medium of Instruction

The medium of instruction for PG courses will be English only except Telugu and Hindi subjects. However, the students who are willing to write the University Examination in Telugu Medium are also permitted by the University.

e) Study Material

The Directorate of Distance Education supplies study material for all the students. Study Material is in English Medium only for other than language subjects.

f). Contact Programme Classes

The DDE will organize useful 12 days contact programme classes for all M.A./M.Com. courses by experienced faculty for both previous and final year students separately. For science courses refer the concerned subject page for details.

g) Examination Pattern

At the end of each academic year i.e., First Year and Second Year, the students have to appear for the examinations conducted by the University. The examinations will be conducted once in a year. Each paper carries maximum marks of 100 (University examinations for 80 marks and internal assessment through assignments for 20 marks). To declare pass for PG Degree, a candidate has to pass all the papers. In each paper a candidate has to secure 35% of marks and on aggregate of 40% marks. The internal assessment is introduced only for M.A., (All subjects) M.Com., M.B.A. and M.Sc. Mathematics courses only.

The University has introduced paper-wise pass system for all the courses of Directorate of Distance Education. 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 in which he/she failed and get 40% marks in each paper for passing the degree.

Assignments: All the admitted candidates have to write the assignments, which carry 20 marks in each paper both in previous and final year. The assignment questions will be supplied to all the candidates by DDE.

DETAILS OF POST GRADUATE COURSES OFFERED

1. M.A. TELUGU

a) Eligibility for Admission

I Year : A candidate seeking admission into the First Year (Previous) M.A. Degree in Telugu shall be required to have passed B.A./B.Com./B.Sc. Degree examination with Telugu as one of the subjects under Part-I or Part-II of this University or its equivalent thereto.

b) Duration of the Course : 2 Years

Papers for First Year

Paper – I	-	Prescribed Texts (Poetry & Drama)
Paper – II	-	General Linguistics
Paper – III	-	History of Telugu Literature
Paper – IV	-	Telugu Grammar, Prosody & Poetics
Paper – V	-	Folk Literature

Papers for Second Year

Paper – I	-	Principles of Literary Criticism
Paper – II	-	Sanskrit Texts, History of Sanskrit Literature and Sanskrit Grammar
Paper – III	-	Dravidian Philology and Evolution of Telugu Language
Paper – IV	-	Telugu Journalism
Paper – V	-	Any one of the following optionals can be chosen
	(a)	Padakavitha
	(b)	Andhra History & Culture

2. M.A. ENGLISH

a) Eligibility for Admission

I Year : A candidate seeking admission into the I year (previous) M.A. Degree in English shall be required to have passed any Degree with English as one of the subjects under Part-I or Part-II of this University or its equivalent thereto.

b) Duration of the Course : 2 years

Papers for First Year

Paper -I	-	Shakespeare
Paper -II	-	Poetry from Renaissance to the Romantic Revival
Paper III	-	Novel (From 18th to 20th Century)
Paper -IV	-	Prose and Literary Criticism
Paper-V	-	History of the English Language and Phonetics

Papers for Second Year

Paper –I	-	Drama from the 16th Century to the 20th Century
Paper -II	-	Poetry from 1830 to the Present
Paper –III	-	An Intensive Study of a Poet Milton and his Works
Paper -IV	-	Indian Writings in English
Paper – V	-	American Literature.

3. M.A HINDI

1. **Eligibility for admission :** Any Graduate with Hindi as subject under Part I or Part II. Or any Graduate with Rashtra Basha Praveen of DBHP Sabha, Madras or any Graduate with Vidwan title of Hyderabad Prachar Sabha, Hyderabad.
2. **Duration of the course :** Two academic years
3. **Syllabus:** There will be Five papers in I year and Five papers in II year with 100 marks and sessional marks of 20 for each paper i.e., 80+20 in each paper. The detailed syllabus in annual pattern is as follows :

First Year :

Papers Titles

Paper I	-	Audhunik Hindi Kavya
Paper II	-	Hindi Gadhya Vidhayen
Paper III	-	Bhasha Vignan aur Hindi Bhasha ka Itihas
Paper IV	-	Hindi Sahitya ka Itihas
Paper V	-	Telugu Bhasha aur Sahitya ka Itihas

Second Year :

Papers Titles

Paper VI	-	Pracheen Evam Madhyakaleen Kavya
Paper VII	-	Bharatiya Kavya Sastra evam Paschatya Aalochana
Paper VIII	-	Prayojanmulak Hindi aur Anuvad
Paper IX	-	Jan Sanchar Madhyam aur Patrakarita
Paper X	-	Optionals
		i. Hindi Kahani
		ii. Kathakar Premchand

4. No of days of Contact Programme Classes to be conducted : At least 12 days one time in a year
5. Study Material : The DDE supplies study material for all the candidates.

4. M.A. ECONOMICS

a) Eligibility for Admission

I Year: A candidate seeking admission into the First Year(Previous)M.A. Degree in Economics shall be required to have passed B.A. Degree examination with Economics as one of the subjects of this university or its equivalent thereto.

b) Duration of the Course: 2 years

Papers for First Year

Paper - I	-	Micro Economics
Paper -II	-	Macro Economics
Paper -III	-	Public Economics
Paper -IV	-	Evolution of Economic Doctrines
Paper -V	-	Economics and Business Statistics
Paper -VI	-	Economics of Human Development

Papers for Second Year

Paper – I	-	Economics of Development and Planning
Paper – II	-	Indian Economy
Paper – III	-	International Economics
Paper – IV	-	Industrial Economics
Paper – V	-	Labour Economics
Paper – VI	-	Economics of Environment

5. M.A. HISTORY

a) Eligibility for Admission

I Year: A candidate seeking admission into the First Year (Previous) M.A. Degree in History shall be required to have passed **any Degree** of this University or its equivalent thereto.

b) Duration of the Course : 2 Years

Papers for First Year

- Paper – I - History of Modern Europe (1870 – 1972 A.D.)
- Paper – II - History of Modern India (1757 – 1856 A.D.)
- Paper – III - History of East Asia (China & Japan) (1840 – 1970 A.D.)
- Paper – IV - Historical Method and Historiography
- Paper – V - Social and Cultural History of India up to 1206 A.D.

Papers for Second Year

- Paper – I - History of the Freedom Movement in India (1857 – 1947 A.D.)
- Paper – II - History of Modern Andhra (1766 – 1972 A.D.)
- Paper – III - Economic History of India (1800-1947 A.D.)
- Paper – IV - History of U.S.A. (1865- 1963 A.D.)
- Paper – V - Social and Cultural History of India (1526 –1947 A.D.)

6. M.A. POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

a) Eligibility for Admission

I Year: A Candidate seeking admission into the First Year (Previous) M.A. Degree in Political Science and Public Administration shall be required to have passed **any Degree** of this University or its equivalent thereto.

b) Duration of the Course : 2 Years

The first year syllabus for M.A. Political Science and Public Administration is common papers. But in the Final Year there are separate papers for Political Science and Public Administration.

Papers for First Year (Political Science & Public Administration)

Paper – I	-	Political Thought
Paper – II	-	Modern Political Theory
Paper – III	-	Comparative Government and Politics
Paper – IV	-	Public Policy
Paper – V	-	Administrative Theories

Papers for Second Year (Political Science)

Paper – I	-	Indian Political System
Paper – II	-	International Politics
Paper – III	-	Government and Politics in Andhra Pradesh
Paper – IV	-	Federalism in India
Paper – V	-	Indian Foreign Policy

Papers for Second Year (Public Administration)

Paper – I	-	Development of Administration in India
Paper – II	-	Financial Administration
Paper – III	-	Rural Development Administration in Andhra Pradesh
Paper – IV	-	Urban Development Administration in Andhra Pradesh
Paper – V	-	Public / Personnel Administration

Important Note :

The candidate should write clearly his/her option in the admission application in the column given for writing the subject whether the candidate is seeking admission into POLITICAL SCIENCE (OR) PUBLIC ADMINISTRATION. On the basis of this option only the group will be divided separately in the final year.

7. M.A. SOCIOLOGY

a) **Eligibility for Admission**

I Year : A candidate seeking admission into the First Year (Previous) M.A. Degree in Sociology shall be required to have passed **any Degree** of this University or its equivalent thereto.

b) **Duration of the Course : 2 Years**

Papers for First Year

Paper – I	-	Principles of Sociology
Paper – II	-	Sociological Theories
Paper – III	-	Sociological Research Methods and Statistics
Paper – IV	-	Structure & Change in India (with special reference to Rural Society)
Paper – V	-	Social Demography

Papers for Second Year

Paper – I	-	Urban Sociology
Paper – II	-	Industrial Sociology
Paper – III	-	Social Welfare & Administration
Paper – IV	-	Medical Sociology
Paper – V	-	Political Sociology

8. MASTER OF SOCIAL WORK (MSW) REGULATIONS AND SYLLABUS

Objective of the course

The course aims at educating the students towards social responsibilities and to promote constructive reaction to social problem through upgrading their skills.

Eligibility

Candidates for admission into the Master of Social Work Programme should possess a Bachelor Degree of any Recognised University or an Examination accepted by the syndicate as equivalent there to with a minimum pass.

Application for Admission

Application for admission to the programme must be made in the prescribed form obtainable from the University.

Duration of the Programme

The programme shall last for two academic years.

Medium of Instruction: English

Courses of the programme

It comprises the following courses according to the syllabus prescribed.

Personal Contact Programme

Personal Contact Programme will be arranged for 15 days in a year.

Scheme of Examination : The Scheme of examination shall be as follows.

First Year

Course	Name of the course	Duration Hrs	Min. Marks	Max. Marks
I	Social Work Profession and Fields	3	50	100
II	Social Work Intervention-Methods and Strategies –I	3	50	100
III	Psycho-Social Bases for Social Work practice	3	50	100
IV	Social Work Research and Statistics	3	50	100
V	Social Work Practicum-I	3	50	100

Second Year

Course	Name of the course	Duration Hrs	Min. Marks	Max. Marks
I	Social Work Intervention-Methods and Strategies –II	3	50	100
II	Social Work Practice with Families and Children	3	50	100
III	Medical and Psychiatric Social Work	3	50	100
IV	Rural and Urban Community Development	3	50	100
V	Social Work Practicum-II	3	50	100

Viva-Voce Examination for Field work/ Project work will be conducted at the end of the I and II year for 25 marks each.

The Question Papers: Maximum marks 100. It contains 10 questions out of which 5 should be answered. Each answer should not exceed 1500 words. Each question carries 20 marks.

The University examination will be held once a year. A candidate shall be declared to have qualified for the degree of Master of Social Work (MSW) if he/she passes all the courses in I Year and II Year, securing 50 per cent marks in each subject.

9. M.S. PUBLIC RELATIONS

a) Eligibility for Admission

It is open to all citizens of India who satisfy the following conditions

- a) Graduates of any recognized university.
- b) 25% of the seats will be reserved to those who have completed Bachelor's of Communication and Journalism / Bachelor's of Public Relations/ PG Diploma / Certificate in Journalism and Public Relations of any recognized university.
- c) 25% of the seats will be given to in-service candidates in Public Relations, Journalism, Advertising and Communication fields.

b) Duration of the course : 2 years

c) Curriculum : The structure and core subjects of the course are as follows

Papers for the First Year

Paper-I	-	Public Relations Theory and Practice
Paper-II	-	Mass Media and Society
Paper -III	-	Public Relations Media Strategy and Tactics and Research
Paper-IV	-	Theory and Practice of Advertising
Paper -V	-	Writing for Media

Papers for the Second Year

Paper-VI	-	Public Relations Management
Paper-VII	-	Writing, Editing and Printing of Corporate Publications
Paper -VIII	-	Information Technology and E-Public Relations
Paper-IX	-	Principle and Practices of Business and Marketing Management
Paper -X	-	Dissertation and Viva-Voce

d) Contact Programme Classes

The CPC will be organized every year for a period of 12 days in one or two spells and 75% of attendance in the CPC is compulsory

a) Internal Assessment

Three assignments have to be written in each paper towards internal assessment, which carries 30 marks and added to the final examination.

f) Examination Pattern

At the end of each academic year, the students have to appear for the University examinations. The examinations will be conducted once in a year. Each paper carries maximum marks of 100 that include theory part 70 and assignment part 30 marks respectively. The candidate has to write three assignments in each paper. The assignment questions will be supplied by the DDE.

g) Internship/ Dissertation

Internship is a pre-requisite for the preparation of dissertation. A candidate has to undergo an internship in the public relations department of any reputed organization/ establishment for a period of one month. If the candidate is already working as a full-time Public Relations practitioner or if he is an in-service candidate, his experience in the organization can be taken for the purpose of internship and he can undergo such internship in the same organization for the purpose of preparing dissertation.

The objective of internship is to enable the student to gain practical experience and also to assess the capacity of the student to what extent he/she can put into practice, the principles and theory of public relations learnt during the period of study. The dissertation has to be submitted at the end of the second year, which will be valued by an examiner for awarding marks. The marks obtained in the dissertation will be added to the total marks for awarding degree. The dissertation carries 70 marks, while Viva-Voce carries 30 marks.

h) Award of Degree

For those students who complete and pass all 10 courses including Project Report and Viva-Voce, M.S. Public Relations degree will be awarded.

10. M.C.A.

(MASTER OF COMPUTER APPLICATIONS)

a) Eligibility for Admission

A candidate seeking admission into First year M.C.A. Degree shall be required to have passed Mathematics subject at Intermediate and possess any degree of this University or its equivalent thereto.

b) Duration of the Course : 3 years

c) Medium of Instruction

The medium of instruction and the examination will be in English only. The self instructional printed material will be supplied.

d) Project Work

Each Candidate shall have to do the project work under the supervision of the faculty guides chosen by the candidate and approved by the University. The project work envisages submission of dissertation (which carries maximum marks of 100). The project work is to be carried out as per the guidelines issued by the University.

e) Contact Programme Classes

There will be CPC programme for 20 days for every year and attendance is compulsory.

f) Examination pattern

There shall be three year end examinations spread over three academic/ calendar years(Each Course carries maximum marks of 100).

g) Qualifying marks for a pass

A candidate appearing for the first time for the examination of any year has to register for whole examination of that year. A candidate shall be declared to have passed the examination. If he/ she secures not less than 35% of marks in each theory paper/project/viva-voce in year end University examinations and an aggregate of 40% of marks in each year. Paper wise pass is allowed subject to obtaining 40% of marks for the University -end examination. If a candidate fails to get an aggregate of 40%, he has to get 40% of marks in the subject in which he has secured less than 40% marks.

A candidate who will not get pass marks for the dissertation of the project should submit revised dissertation along with the next batch. A candidate who fails and wants to appear for the whole of theory examination of any year may do so after canceling the previous results of the theory examination of that year. There shall be no supplementary examinations. The failed candidates shall be required to appear again of the examinations along with the regular candidates of the next batch.

h) Curriculum

First Year theory papers / Labs

1. MCA 101 Discrete Mathematical Structures
2. MCA 102 Introductory Programming
3. MCA 103 Computer Organisation
4. MCA 104 Computer Oriented Operation Research
5. MCA 105 Data Structures
6. MCA 106 Operating Systems
7. MCA 107 File Structures
8. MCA 108 Accounting and Financial Management
9. MCA 109P Software lab I
10. MCA 110P Software lab II
11. MCA 111P Software lab III

Second Year Theory Papers / Labs

1. MCA 201 Data Base Management Systems
2. MCA 202 Data Communication and Computer Networks
3. MCA 203 Software Engineering
4. MCA 204 Design and Analysis of Algorithms
5. MCA 205 Web Programming
6. MCA 206 Elective I
7. MCA 207 Elective II
8. MCA 208 Software Lab IV
9. MCA 209 Software Lab V
10. MCA 210 Mini Project

Third Year Theory Papers / Labs

1. MCA 301 Computer Graphics
2. MCA 302 Object Oriented Systems Development
3. MCA 303 System Programming
4. MCA 304 Elective III
5. MCA 305P Software Lab VI
6. MCA 306P Seminar
7. MCA 307 Major Project

Project is done under the supervision of the faculty guides chosen by the candidate and approved by the University. The Project Work envisaged to submission of Dissertation (which carries Maximum Marks of 200). The Project Work is to be carried out as per the guidelines issued by the University.

11. M.Sc MATHEMATICS

I Year :

A candidate seeking admission into the First Year (Previous) M.Sc. Degree in Mathematics should have passed B.Sc. / B.A. Degree examination with Mathematics as one of the subjects of this University or its equivalent thereto. However, candidates who have offered Mathematics only as a subsidiary or additional subject in B.Sc. / B.A. / B.Tech., are not eligible for admission into this course.

b) Duration of the Course : 2 Years

Papers for First Year

Paper – I	-	Algebra - 1
Paper – II	-	Real Analysis
Paper – III	-	Differential Equations
Paper – IV	-	Computing Techniques
Paper – V	-	Complex Analysis

Papers for Second Year

Paper – I	-	Infinite Mathematics and Galois Theory
Paper – II	-	Topology and Functional Analysis
Paper – III	-	Operations Research
Paper – IV	-	Analytic Number Theory
Paper- V	-	Mathematical Statistics

12. M.Sc. COMPUTER SCIENCE

a) Eligibility for Admission

The candidates who have passed (i) B.Sc. Computer Science (ii) B.A. Computer Applications, (iii) B.Com. Computer Applications (iv) B.Sc. Computer Applications (v) Any degree with PGDCA one year (vi) B.E./B.Tech. and (vii) BCA course are eligible.

b) Duration : 2 YEARS

FIRST YEAR (Part I Previous)

Course Number	Name of the paper	Univ. Exam Duration. hours	Internal Assessment / Sessionals	University End Exam Marks	Total Marks
MSCS101	Discrete Mathematics	3	20	80	100
MSCS102	Computer Organisation	3	20	80	100
MSCS103	Data Structure and C	3	20	80	100
MSCS104	Advanced Database Management Systems	3	20	80	100
MSCS105	Operating Systems	3	20	80	100
MSCS106	Object Oriented Modelling and Design	3	20	80	100
MSCS107	Computer Algorithms	3	20	80	100
MSCS108P	Software Lab I	3	Records 20	80	100
MSCS109P	Software Lab II	3	Records 20	80	100
MSCS110	Minor Project work; Project Seminar Project Report & Viva-Voce		50	150	200
SECOND YEAR (Part – II Final)					
MSCS201	Computer networks	3	20	80	100
MSCS202	Software Engineering	3	20	80	100
MSCS203	System Software	3	20	80	100
MSCS204	Computer Graphics	3	20	80	100
MSCS205	Elective – 1 a) Cryptography and Network Security b) Image Processing c) Principles of Programming Languages	3	20	80	100
MSCS206	Elective II a. Multimedia Systems b. Software Testing c. Neural Networks	3	20	80	100
MSCS207P	Object Oriented Programming Lab	3	Records 20	80	100
MSCS208P	Computer Graphics Lab	3	Records 20	80	100
MSCS209	Major Project Work; Mid-term Seminar, Project Report & Viva-Voce		100	200	300

c) Medium of Instruction

The medium of instruction and the examination will be English only.

d) Mode of Instruction

1) Study Material

The Directorate of Distance Education supplies Text Books to all the students.

2) Contact Programme Classes

The DDE will organize useful 15 days Contact Programme Classes by experienced faculty for every semester. Attendance to the Contact Programme Classes is compulsory.

e) Examination Pattern

At the end of each semester, the students have to appear for the examinations conducted by the University. Each paper carries maximum marks of 100. To declare pass for M.Sc. Degree, a candidate has to pass all the papers. In each paper a candidate has to secure 35 % of marks and an aggregate of 40% marks.

The University has introduced **paper-wise pass system** for all the courses of Directorate of Distance Education. 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 in which he / she failed or absent and get 40% marks in each paper for passing the degree.

13. M.Sc. PHYSICS

a) Eligibility for admission

I Year : A candidate seeking admission into the first year (previous) M.Sc. Degree in Physics shall be required to have passed B.Sc. degree with Physics and Mathematics of this University or its equivalent thereto.

II Year : A candidate seeking admission directly into the second year (Final) should have registered for the M.Sc. Physics examination of this university either regularly or privately under annual pattern.

b) Duration of the course : 2 years

<i>Papers for the First Year</i>	<i>Marks</i>
Paper -I - Classical Mechanics and Statistical Mechanics	80
Paper-II - Electromagnetic Theory, Optics and Spectroscopy	80
Paper-III - Elementary Solid State Physics	80
Paper-IV - Electronic Devices and Circuits	80
Paper-V - Mathematical Methods of Physics	80
Laboratory (General –I)	80
Laboratory (Electronics –II)	80
Records	20
Viva-Voce	20
Grand Total	600
<i>Papers for the Second Year</i>	
Paper -I - Quantum Mechanics	100
Paper-II - Nuclear Physics and Analytical Techniques	100
Paper-III - Special Paper-I	100
Paper-IV - Special Paper-II	100
Laboratory (Special) I	80
Laboratory (Special) II	80
Records	20
Viva-Voce	20
	600

Note : The candidate has to choose any two special papers from the following list offered by the Department depending on its convenience.

c) Special Papers

- a. Applied Spectroscopy
- b. Condensed Matter Physics
- c. Electronics.
- d. Photonics
- e. Solar Energy Physics
- f. Vacuum and Thin Film Physics

d) Medium of Instruction

The medium of instruction for Physics course will be in English only and the students have to write examination in English only.

e) Mode of Instruction

1) Study Material

The Directorate of Distance Education supplies study material for all the students. Study material is in English Medium only.

2) Contact Programme classes

The DDE will organize useful 40 days contact programme classes by experienced faculty for both previous and final year students separately. Attendance to the contact programme classes is compulsory. If there is no minimum number of candidates admitted in any study centre, the contact programme classes and practical examinations will be held at the nearest centre where the minimum number admitted. If the total admitted strength is less than 100, the CPC will be held at nodal centre only.

f) Examination Pattern

At the end of each academic year i.e., First year and second year the students have to appear for the examinations conducted by the University. The examinations will be conducted once in a year. Each paper carries maximum marks of 80 in First year and 100 in Second year. To declare pass of M.Sc. Physics degree a candidate has to pass all the papers. In each paper a candidate has to secure 35% of marks and on an aggregate of 40% marks.

Any candidate who fails in the university examination in any paper/absent in any particular paper or papers he/she has to appear for that paper(s) and secure pass marks. He/she need not appear for the entire examination.

14. M.Sc. CHEMISTRY

a) Eligibility for admission

I Year : A candidate seeking admission into the first year (previous) M.Sc. Degree in Chemistry shall be required to have passed B.Sc. degree of this university with Chemistry as one of the subject in the group subjects or its equivalent thereto.

II Year : A candidate seeking admission directly into the second year (Final) should have registered for the M.Sc. Chemistry examination of this university either regularly or privately under annual pattern.

b) Duration of the course : 2 years

Papers for the First Year:

Paper-I	Inorganic Chemistry	- 80 marks
Paper-II	Organic Chemistry	- 80 Marks
Paper-III	Physical Chemistry	- 80 Marks
Paper - IV	General Chemistry	- 80 marks

Practical Examinations

Practical -I	Inorganic Chemistry	- 60 Marks (Practicals 50 + Records 10)
Practical -II	Organic Chemistry	- 100 Marks (Practicals 50 + Records 10)
Practical -III	Physical Chemistry	- 100 Marks (Practicals 50 + Records 10)

Specializations for the Second Year

1. Organic Chemistry
2. Industrial Chemistry
3. Analytical Chemistry

Theory Examination : 4 papers in each specialization and 80 marks for each paper.

Practical Examination : 2 Practials's each practical for 75 marks

: Records 20 Marks

: Viva-Voce 10 Marks

c) Choice of Specialisation

The choice of specialisation for second year (Organic Chemistry/Analytical Chemistry) shall be mentioned in the application at the time of admission itself. Further changes are not allowed.

d) Mode of Instruction

1) Study Material

The Directorate of Distance Education supplies study material for all the students. Study material is in English only.

2) Contact Programme classes

The DDE will organize useful 40 days contact programme classes by experienced faculty for both previous and final year students separately. Attendance to the contact programme classes is compulsory. If there is no minimum number of candidates admitted in any study centre, the contact programme classes and practical examinations will be held at the nearest centre where the minimum number admitted.

e) Examination pattern

At the end of each academic year, the students have to appear for the exams, conducted by the University. The examinations will be conducted once in a year. Each paper (Theory and Practicals) carries maximum marks of 100 with 4 theory papers and 3 practicals in each year as follows

Theory	100 x 4 = 400 marks
Practicals	90 x 3 = 270 marks
Records	10x3 = 30 marks
Total - 700 Marks	

To declare pass of M.Sc. Chemistry degree candidate has to pass all the papers. In each paper a candidate has to secure 35% of marks and on an aggregate of 40% marks. Any candidate who fails in the University examination in any paper/absent in any paper or papers he/she has to appear for that paper/papers and secure pass marks. He/She need not appear for the entire examination.

A candidate can appear for individual subjects, if the candidate has passed in practicals and failed in theory, he can apply for theory only by retaining the practical marks he got in the previous attempt or Vice-Versa.

(OR)

If a candidate intends to appear for improvement he has to cancel the previous written examination including practicals. Once cancellation of whole papers is done he has to get pass marks as per rule no. 2 in all subjects, the previous marks will not be considered for any paper. The maximum time to complete his/her Degree will be 5 years from the date of registration into the first year after he has to appear for the new syllabus if syllabus is changed.

15. M.Sc. ZOOLOGY

a) Eligibility for Admission

A candidate seeking admission into the first year (Previous) M.Sc. Degree in Zoology shall be required to have passed B.Sc. Degree with Zoology of this University or its equivalent thereto.

b) Duration of the Course : 2 years

Theory Papers for First Year

1. Principles of Systematic and Functional Anatomy of Invertebrates and Chordates	100 Marks
2. Animal Behaviour, Sociobiology and Evolution	100 Marks
3. Principles of Animal Ecology, Conservation and Resource Management	100 Marks
4. Physiological Chemistry, Biostatistics and Computer Applications in Biology	100 Marks

Practicals

1. Chordata, Invertebrate & Animal Behaviour	100 Marks
2. Ecology, General Physiology and Physiological Chemistry	100 Marks
	600 Marks

Theory Papers for Second Year

1. Cell Biology and Genetics	100 Marks
2. Developmental Biology & Immunology	100 Marks
3. Animal Biotechnology & Micro Biology	100 Marks
4. Comparative Animal Physiology	100 Marks

Practicals

1. Cell Biology, Genetics, Developmental Biology	100 Marks
2. Biotechnology, Microbiology & Comparative Animal Physiology	100 Marks

600 Marks

c) Medium of Instructions

The Medium of Instructions for M.Sc., Zoology course will be in English only and the students have to write examinations in English only.

d) Mode of Instructions

1) Study Material

The DDE supplies study material for all the students. Study material is in English Medium only.

2) Contact Programme Classes

The DDE will organize useful 40 days contact programme classes by experienced faculty for both previous and final year students separately. Attendance to the contact programme classes is compulsory. If there is no minimum number of candidates admitted in any study centre, the contact programme classes and practical examinations will be held at the nearest centre where the minimum number admitted. CPC will be held at nodal centre and Kurnool. If the admitted strength is below 100 the CEP is held at nodal centre only.

e) Examination Pattern

At the end of each academic year i.e., First year and second year, the students have to appear for the examinations conducted by the University. The examinations will be conducted once in a year. Each paper carries maximum marks of 100. To declare pass of M.Sc. degree a candidate has to pass all the papers. In each paper a candidate has to secure 35% of marks and on an aggregate of 40% marks.

Any candidate who fails in the University examination in any paper/absent in any particular paper(s) He/She has to appear for that paper/papers and secure pass marks. He/She need not appear for the entire examinations.

16. M.Sc. PSYCHOLOGY

a) Eligibility for Admission

I Year: A candidate seeking admission into the First Year (Previous) M.Sc. Degree in Psychology shall be required to have passed **any Degree** of this University or its equivalent thereto.

II Year: A candidate seeking admission directly into the Second Year (Final) should have registered for the M.Sc. Psychology First Year examination of this University under annual pattern.

b) Duration of the Course : 2 Years

Papers for First Year

Paper – I	-	Principles of Psychology
Paper – II	-	Social Psychology
Paper – III	-	Psychopathology
Paper – IV	-	Psychometry & Test Development
Practicals	-	I & II

Papers for Second Year

Paper – I	-	Psychology of Personality
Paper – II	-	Counselling Psychology – Theory and Practice
Paper – III	-	Developmental Psychology
Paper – IV	-	Any one of the following optionals
		(a) School Psychology
		(b) Industrial and Organizational Psychology

c) Medium of Instruction

The medium of instruction will be English only.

d) Mode of Instruction

1) Study Material

The Directorate of Distance Education supplies study material for all the students. Study Material is in English Medium only.

2) Contact Programme Classes

The DDE will organize useful 20 days (10 days each in two spells) contact programme classes by experienced faculty for both the previous and final year students separately. Attendance to the Contact Programme Classes is compulsory.

e) Examination Pattern

A candidate shall be declared to have passed the Part-I previous examination, if he/she obtains not less than 35 % of marks in each of the Divisions (Division 'A' means I to IV theory papers, Division 'B' means practical I & II) and 40% of the marks on the aggregate. The same procedure shall be applicable to Part – II final examination also.

The University has introduced **paper-wise pass system** for all the courses of Directorate of Distance Education. 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 in which he / she failed or absent for passing the degree.

f) The Contact Programme Classes and examinations (both theory and practicals) will be conducted only in the nodal centre i.e SV University, Tirupati.

17. M.COM.

a) Eligibility for Admission

I Year: A candidate seeking admission into the First Year (Previous) M.Com. Degree shall be required to have passed B.Com. / B.A.Degree examination with Commerce as one of the subjects of this University or its equivalent thereto.

b) Duration of the Course : 2 Years

Revised syllabi and scheme of examination M.Com, Previous (W.E.F. the academic Year 2006-07)

Course Code	Course Title	University Exam Marks	Assignment Marks	Max. Marks
C.101	Management & Organisation Behaviour	80	20	100
C.102	Business Environment and Strategy	80	20	100
C.103	Managerial Economics	80	20	100
C.104	Corporate Accounting and Reporting	80	20	100
C.105	Quantitative Techniques for Managerial Decision	80	20	100

Revised syllabi and scheme of examination M.Com. Final (W.E.F. the academic Year 2007-08)

Course Code	Course Title	University Exam Marks	Assignment Marks	Max. Marks
C.201	Financial Management	80	20	100
C.202	Marketing Management	80	20	100
C.203	Human Resource Management	80	20	100
C.204	Financial Markets & Services	80	20	100
C.205	Cost and Management Accounting	80	20	100

18. M.B.A. (MASTER OF BUSINESS ADMINISTRATION)

(Three Year Course)

a) Eligibility for Admission

A candidate seeking admission into M.B.A course should possess. Undergraduate or Post-graduate degree from any University recognized by UGC or Professional degree holder from the faculty of Engineering/Technology, Medicine, Pharmacy, Law and Architecture of any University recognized by UGC or Professional qualification in Chartered Accountancy, Cost Accountancy and Company Secretaryship, Chartered Financial Analyst, awarded by the statutory bodies. The programme will be opened to all citizens of India who satisfy the above conditions. However 50% seats are reserved for the candidates from Andhra Pradesh State.

b) Award of Degree

Students will be awarded MBA degree on completion of all the 24 courses. P.G. Diploma in Management will be awarded on completion of the 16 courses in the first two years.

c) Duration of the course : 3 Years

d) Medium of Instruction

The medium of instruction and the examination will be in English only. The self instructional printed material will be supplied

e) Project Work

Each candidate shall do the project work under the supervision of the faculty guides chosen by the candidate and approved by the University. The project work envisages submission of dissertation, which carries maximum marks of 100. The project work is to be carried out as per the guidelines issued by the University.

f) Contact Programme Classes

There will be CPC Programme for 10 days for every year and attendance is not compulsory.

g) Examination Pattern

There shall be three year-end examinations spread over three academic/calendar years. Each course carries a maximum mark of 100. Out of 100 marks 20 marks are allotted for assignments and 80 marks are allotted for University year end examinations. the candidate shall submit the assignment before taking year end examinations.

h) Promotion

Candidates are eligible for promotion after passing the examination. There shall be no detention of failed or absent candidates provided they have registered for the University examination.

i) Qualifying marks for a pass

A candidate appearing for the first time for the examination of any year has to register for whole examination of that year. A candidate shall be declared to have passed the examination, if he/ she secures not less than 35% of marks in each theory paper/project/viva-voce in year-end University examinations and an aggregate of 40% of marks in each year. Paper-wise pass is allowed subject to obtaining 40% of marks for the University-end examination. If a candidate fails to get an aggregate of 40%, he has to get 40% of marks in the subject in which he has secured less than 40% marks. A candidate who will not get pass marks for the dissertation of the project work should submit revised dissertation along with the next batch. A candidate who fails and wants to appear for the whole of theory examination of any year may do so after canceling the previous results of the theory examination of that year. There shall be no supplementary examinations. The failed candidates shall be required to appear again the examinations along with the regular candidates of the next batch.

j) Classification of Successful Candidates

The classification will be on the basis of the total marks obtained by the candidates, i.e. the total marks secured in all the three years put together. Candidates securing 70% and above in the aggregate marks shall be placed in distinction. Candidates securing 60% and above but less than 70% in the aggregate marks shall be placed in First Class. Candidates securing 50% and above but less than 60% in the aggregate marks shall be placed in Second Class. All other successful candidates shall be placed in Third Class.

k) Improvement

The candidates are permitted to improve their marks/class by taking year-end-examinations in one or more papers within the next two subsequent year-end-examinations as per the existing regulations and syllabus. There is no provision for improving of project work and VIVA-VOCE. A candidate who appeared for the examination be supplied a statement of marks obtained by him at the examination as per the rules and regulations of the university in force.

l) Award of Ranks

Candidates who have passed the examinations at the first appearance in all three years shall be ranked in order of merit. The candidates who have taken supplementary examinations shall also be eligible for classification but they shall not be considered for the award of rank. Ranks shall be awarded for the top three students or 10% of the total strength of the students appeared for the third year-end examinations, whichever is higher

m) Curriculum

Papers for First Year

Paper-1	-	Management Functions and Behaviour
Paper-2	-	Economic & Social Environment
Paper-3	-	Information Management & Computer
Paper-4	-	Managerial Economics
Paper-5	-	Quantitative Analysis for Managerial Application
Paper-6	-	Management of Information System
Paper-7	-	Management of New & Small Enterprises
Paper-8	-	Viva-Voce

Papers for Second Year

Paper – 9	-	Production/Operations Management
Paper- 10	-	Managing Men
Paper –11	-	Marketing for Manager
Paper –12	-	Accounting & Finance for Manager
Paper –13	-	Viva-Voce
Paper –14	-	Elective
Paper –15	-	Elective
Paper –16	-	Elective

Papers for Third Year

Paper – 17	-	Management of Control System
Paper – 18	-	Strategic Management
Paper – 19	-	International Business Management
Paper – 20	-	Project Report
Paper – 21	-	Viva-Voce
Paper – 22	-	Elective
Paper – 23	-	Elective
Paper – 24	-	Elective

Note 1: Any Elective chosen from the list of Electives offered. See in hand book page.No. 73-84

2: A candidate has to secure not less than 35% marks in each Theory/ Project /Viva- Voce Examinations and an aggregate of 40% in each year.

**19. MBA (EXECUTIVE) PROGRAMME – 2 YEAR
(YEARLY PATTERN)**

RULES AND REGULATIONS

(To come into effect from the academic year 2009-10)

1. ELIGIBILITY OF ADMISSION

A candidate with any Bachelor Degree not less than three years duration of any University recognized by UGC and those who have put in work experience of three years after graduation at supervisory or higher levels is eligible to seek admission into two year MBA (Executive) Programme. The Programme is opened to all citizens of India who satisfy the condition. Fifty per cent seats are reserved for the candidates from the state of Andhra Pradesh.

2. AWARD OF DEGREE

Students shall be awarded MBA Degree on passing all the course of the programme.

3. MEDIUM OF INSTRUCTION

The medium of instruction and the examination will be in English only. The self instructional printed material in the English will be supplied to the admitted candidates.

4. PROJECT WORK

Each candidate shall do the Project Work under the supervision of the faculty guide chosen by the candidate, and approved by the University. The Project Work envisages submission of dissertation, which carries maximum marks of 100. The Project Work is to be carried out as per the guidelines issued by the University.

5. DURATION OF THE PROGRAMME

The programme is for two years. The students shall pass all the examinations within five years from the date of joining the programme to obtain MBA Degree. No examination shall be conducted for the candidates after five years.

6. CONTACT PROGRAMME CLASSES

There will be CPC Programme for 10 days every year. The students who are interested may attend the CPC.

7. INSTRUCTION AND EVALUATION

The scheme of instruction and evaluation is given in Annexure – I.

8. EXAMINATION PATTERN

There shall be year-end examinations at the end of every academic year. The candidate shall submit the assignments before taking the year-end-University examinations. There shall be a single valuation of assignments for 20 marks. The model question paper for year-end-examinations is given in Annexure - II..

9. PROMOTION

Candidates are eligible for promotion from MBA – I to MBA – II provided they have registered for the MBA -I year-end- University examination.

10. QUALIFYING MARKS FOR A PASS

A candidate appearing for the first time for the examination of any year has to register for whole examination of that year. A candidate shall be declared to have passed the examination, if he / she secures not less than 35% of marks in each theory paper / project / viva-voce in year-end University examinations including assignments and an aggregate of 40% of marks in each year examinations. Paper-wise pass is allowed subject to obtaining 40% of marks at the year-end-examination including assignments. If a candidate fails to get an aggregate of 40%, he has to get 40% of marks in the subject in which he has secured less than 40% marks. A candidate who will not get pass marks for the dissertation of the project work should submit revised dissertation along with the next batch.

A candidate who appeared for the examination be supplied, a statement of marks obtained by him/her as per the rules and regulations of the University in force.

11. CLASSIFICATION OF SUCCESSFUL CANDIDATES

The classification will be on the basis of the total marks obtained by the candidate i.e. the total marks secured in all the two years put together. Candidates securing 75% and above in the aggregate marks shall be placed in distinction. Candidate securing 60% and above but less than 75% in the aggregate marks shall be placed in First Class. Candidates securing 50% and above but less than 60% in the aggregate marks shall be placed in Second Class. All other successful candidates shall be placed in Third Class.

12. SUPPLEMENTARY EXAMINATIONS:

There shall be no supplementary examinations. The failed candidate shall appear again for the examinations along with the regular candidates of next batch as per the syllabus and regulations in vogue.

13. IMPROVEMENT

The candidates are permitted to improve their marks / class by taking year-end-examinations in one or more papers within one academic year after the year-end examinations of the papers(courses) which

he/she wants to improve his/her marks. There is no provision for improving of Project Work and Viva-Voce.

Note : The candidates shall be permitted to improve their marks within a period of four years from the date of admission into First year.

14. AWARD OF RANKS

Candidates who passed the examinations at the first appearance in all two years shall be ranked in order of merit. The candidates who have taken supplementary examinations shall also be eligible for classification a lot be considered for the award of rank. Ranks shall be awarded for the top three students or 10% of the total strength of the students appeared for the second year end examinations, which ever is higher.

Note : All the candidates who applying for Executive MBA Course shall produce the service certificate in the format given below

SERVICE CERTIFICATE

(For Executive MBA Course)

This is to certify that Mr./Ms./Mrs. _____

is employed in this institution/organization as _____ from _____
to _____

Seal/Stamp of the Institution

Signature

Name :

Designation of the Employer :

SCHEME OF INSTRUCTION AND EVALUATION

I YEAR MBA

S.No	Subject Code	Name of the Subject	Marks- year end examination	Assignment Marks	Total Marks
1)	101.	Management functions and Behavior	80	20	100
2)	102.	Economic & Social Environment	80	20	100
3)	103.	Information Management & Computer	80	20	100
4)	104.	Managerial Economics	80	20	100
5)	105.	Quantitative Analysis for Managerial Application	80	20	100
6)	106.	Management of Information Systems	80	20	100
7)	107.	Management of New & Small Enterprises	80	20	100
8)	108.	Product / Operations Management	80	20	100
9)	109.	Managing Men	80	20	100
10)	110.	Marketing for Manager	80	20	100
11)	111.	Accounting & Finance for Manager	80	20	100
12)	112.	Managing Change in Organisation	80	20	100
13)		Viva-Voce	100	20	100

II YEAR MBA

S.No	Subject Code	Name of the Subject	Marks- year end examination	Assignment Marks	Total Marks
1)	201.	Management of Control Systems	80	20	100
2)	202.	Strategic Management	80	20	100
3)	203.	International Business Management	80	20	100
4)	204.	Marketing Research	80	20	100
5)		Electives *	80	20	100
6)		Electives *	80	20	100
7)		Electives *	80	20	100
8)		Electives *	80	20	100
9)		Electives *	80	20	100
10)		Electives *	80	20	100
11)		Project Report	100	--	100
12)		Viva-Voce	100	--	100

* Candidate shall choose Elective subject form the list of Electives offered.

Elective Papers :

I. Finance

1. M.S 41- Working Capital Management
2. M.S 45- Instructional Financial Management
3. M.S 46- Management of Financial Services – an Overview.

II. Marketing

1. M.S 62- Sales Management : Basic Function
2. MS 63 Product and Advertising Management
3. MS 65 Marketing of Services : Concepts and Application

III. Human Resource Management

1. MS 21 Social Process and Behavirol issues
2. MS 22 Human Resource Development
3. MS 23 Human Resource Planning

20. L.L.M.

a) Eligibility for Admission

A candidate seeking admission into the first year (previous) LLM Course shall be required to have passed BL/LLB of this university or its equivalent thereto.

b) Duration of the course: 2 years

c) Branch -I : Law of Intellectual Property Rights

Papers for the First Year

Paper -I	-	Indian Constitutional Law
Paper -II	-	Jurisprudence
Paper-III	-	Research Methodology
Paper -IV	-	General Principles of Intellectual Property rights
Paper-V	-	Copy Right Law
Paper-VI	-	Patent Law

Papers for the Second Year

Paper-VII	-	Trade Mark Law	
Paper -VIII	-	Law of Designs	
Paper-IX	-	Dissertation	150 Marks
		Viva-Voce	50 Marks

Branch-II Law of Crimes and Torts

Papers for the First Year

Paper-I	-	Indian Constitutional Law
Paper-II	-	Jurisprudence
Paper-III	-	Research Methodology
Paper-IV	-	Criminal Law
Paper-V	-	General Theory and Principles of Torts
Paper-VI	-	Criminology and Penology

Papers for the Second Year

Paper -VII	-	Criminal Procedure and Administration	
Paper-VIII	-	Law of Damages and specific Relief	
Paper-IX	-	Dissertation	150 Marks
		Viva-Voce	50 Marks

d) Medium of Instruction

The medium of instruction for L.L.M. Course will be in English only and the students have to write examination in English

e) Mode of Instruction

1) Study material:

The Directorate of Distance Education supplies study material for all the students. Study material is in English medium only.

2) Contact Programme Classes

The Directorate of Distance Education will organize useful 10 days contact programme classes by experienced faculty for each year. 75% Attendance to the contact programme classes is compulsory

f) Examination Pattern

At the end of each academic year, the students have to appear for the examinations conducted by the university. The exams will be conducted once in a year. Each paper carries maximum marks of 100. To declare pass of L.L.M. Degree, a candidate has to pass all the papers. In each paper a candidate has to secure 35% of marks and an aggregate of 40% in all papers together. For the dissertation work all the Law Faculty members who are working in the University Colleges/Departments are eligible to guide. The candidates have to get their dissertation topics approved, by the Departmental Council, PG.Department of Law, S.V.University, immediately after the completion of the first year end examination. The dissertation is for 150 marks and Viva-Voce for 50 marks.

Any candidate who fails in the University exams in any paper/absent in a particular paper/ papers he/she has to appear for that paper/ papers and secure 40% marks. He/she need not appear for the entire examinations.

UNDER GRADUATE PROGRAMMES

A candidate seeking admission into Second Year (Final Year) should have passed the First Year Examination of this University either regularly or privately under annual pattern and has to pay fee Rs. 2500/-

21 &22 . 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 recognized 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

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/October.

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-II for B.A. Course

The candidate admitted into **I B.A. Degree** can choose **any one** of the group combination subjects mentioned below and the same is to written in the first column of the application.

1. History, Economics, Political Science
2. History, Political Science and Public Administration
3. Sociology, History, Political Science
4. History, Political Science, Spl. English
5. History, Political Science, Spl. Telugu
6. Political Science, Sociology, Public Administration

Part III Foundation Course

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) Business Organisation and Management,
- d) Fundamentals of Information Technology

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 these media to write the University Examinations.

VI. Examination and Passing Marks

- a) The Examinations will be conducted by the controller of Examination, S.V.University once in a year in August/September.
- 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 maximum marks for each paper is 100. The minimum pass marks is 35/100 for all papers.

VIII. The candidates seeking admission directly in II year and III year Degree has to pay the prescribed fee Rs. 2500/-

IX. Contact Programme Classes (CPC)

This Institute will organize 12 days C.P.C. at Tirupati and at the study centers chosen by the candidates

X. 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 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 fee 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) of the candidates.
- 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 envelopes stamped Rs.10/- each.

23. 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 records - 100 marks
Total - 900 marks
7. **Examination** : There will be University Examination after one year. Practical examination 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.

Along with the application the candidate should enclose the Original Degree/Provisional Certificate along with two attested copies of the same.

24. B.Ed. THIRD METHODOLOGY

The programme is essentially a judicious mix of theory and practical work to develop knowledge, skill, application and aptitude in teachers. The course is suitably supported by theoretical aspects to the extent needed taking all the above facts into account. The Directorate of Distance Education, S.V.University offers the following subjects for the Third Methodology in B.Ed.

1. Mathematics
2. Physical Science
3. Biological Science
4. Social Studies
5. English
6. Telugu

Eligibility

1. Candidate should have passed the B.Ed. Degree from S.V.University or any other recognized institution/University
2. The Methodology subject/subjects, which the candidate desires to take up as Third Methodology, should have been studied by him/her at UG level

Admission

The candidates will be required to submit duly filled-in application form along with the Xerox copies of the documents. The original documents are to be submitted only at the time of interview.

Duration of the Course

The duration of the programme is 6 months

Medium of Instruction

English and Telugu only

Components of the Course

- a. Contact Programme Classes(Compulsory)

15 days compulsory Contact Programme Classes will be conducted in ONE spell.

- b. Demonstration and Teaching Practice Classes(Compulsory)

The Demonstration and Teaching Practice Classes will be conducted for 6 days. Attendance is compulsory for these classes also.

c. Block-Teaching(Compulsory)

Compulsory Block-Teaching Programme with duration of 10 days will be conducted by the DDE.

Programme Fee

An amount of Rs.5850/-(Rs.145/- extra in case of other than S.V.University Degree Candidates) will be collected at the time of admissions for the entire programme. Candidates seeking admission into B.Ed. Third Methodology are advised not to pay the fee along with the filled-in application form. They will get a separate communication about their admission and payment of Fee.

Instructional System

The B.Ed. Third Methodology delivery system includes the Multi-Media approach, i.e., Self-Instructional Printing Material, Audio-Video Components, Assignments, Counselling Sessions and Practical Work in Schools and Workshops.

Printed Material

Printed Material(prepared in SIM) will be supplied to the candidates at the time of admission.

Records

Records are an integral part of the curriculum and compulsory component of the instructional system. There are six records for one methodology subject. These records are to be submitted to the Director, Directorate of Distance Education, S.V.University, Tirupati.

POST-GRADUATE DIPLOMAS

25. POST GRADUATE DIPLOMA IN INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT

Eligibility for Admission :

A candidate seeking admission into P.G.Diploma in IRPM should have passed any degree examination of S.V.University or an examination recognized 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 and Practice of Personnel Management |
| Paper II | - | Organisation Theory and Behaviour |
| Paper III | - | Industrial Relations |
| Paper IV | - | Industrial Engineering 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.

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.

26. POST GRADUATE DIPLOMA IN GUIDANCE AND COUNSELLING

Eligibility for Admission :

A candidate seeking 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	- Psychological Testing and Evaluation in Guidance and Counselling	100 marks

Practicals : Practical – I	100 marks
Practical – II	100 marks

Medium of Instruction & Examination: English

Contact Programme: The DDE will organize useful 8 days contact programme classes by experienced faculty. Attendance to the contact programme classes is compulsory. The contact Programme Classes and examinations (both theory and practicals) will be held at Nodal Centre i.e S.V.University, Tirupati.

DIRECTORATE OF DISTANCE EDUCATION
S.V.UNIVERSITY: : TIRUPATI
PLACE AND CONTACT NUMBERS OF SVUDDE STUDY CENTRES
2010-11

<i>Study Centre Code No.</i>	<i>Name of the Study Centre</i>	<i>Place of the Study Centre</i>	<i>Centre Code No.</i>	<i>Contact Numbers</i>
1.	DIRECTORATE OF DISTANCE EDUCATION. (NODAL CENTRE)	S.V. UNIVERSITY TIRUPATI	001	0877-2289477
2.	VIGNANA SUDHA DEGREE P.G.COLLEGE	CHITTOOR	003	08572-233349
3.	VISWAM JR.COLLEGE	NAIDUPET	005	9490250450 9247233772
4.	SRI PRATHIBA DEGREE COLLEGE	SULLURPET	006	9346600127 08623-243624
5.	ANANYA SOCIAL DEVELOPMENT SOCIETY	VINJAMUR	007	9440251067
6.	RAJA COLLEGE	NELLORE	009	9885826612 9441578474
7.	SRI VAISHNAVI DEGREE COLLEGE	RAJAMPET	010	9440143846 08565-241642
8.	S.D.H.R. DEGREE COLLEGE	RAYACHOTY	011	08561-254363 08561-250113
9.	S.V.COLLEGE OF ARTS & COMPUTER SCIENCES	PRODDATUR	012	9440246616 08564-245556
10.	PRATHIBA EDUCATIONAL SOCIETY	KURNOOL	013	9849664766 9346469191
11.	SRI SREENIVASA EDUCATIONAL SOCIETY	HINDUPUR	014	9291349677 9849703943
12.	ABYUDAYA DEGREE COLLEGE	SRIKAKULAM	015	9440954874 08942-220654
13.	GAUTAM MISSION RESEARCH STUDIES	L.B. NAGAR HYDERABAD	020	9440328586 9348328586
14.	INSTITUTE OF I.T & MANAGEMENT	R.C. PURAM HYDERABAD	021	9440062230 9989706548
15.	S.S.V. EDUCATIONAL WELFARE SOCIETY	ANANTHAPUR	025	9885337771 08554-645109
16.	H.M. DEGREE COLLEGE	PUNGANUR	026	9440187981 08581-200083
17.	SRI Y.V.N.R. DEGREE COLLEGE	RAYACHOTY	027	9440440994 08561-255555
18.	M.S.N. DEGREE COLLEGE	VIZIANAGARAM	028	9866787879 9440522032
19.	M.S.REDDY DEGREE COLLEGE	BAPATLA	029	9848115239
20.	ST. MOTHER TERESA EDU. & RURAL DEV. SOCIETY	GUNTUR	030	9849030612 8125429047
21.	SRI VISWASANTHI DEGREE COLLEGE	KAVALI	031	9440450119 9441017690
22.	SRI SREENIVASA EDUCATIONAL SOCIETY	KADIRI	032	9291349677 9849703943
23.	MSRS SIDHARTHA DEGREE COLLEGE	VISHAKAPATNAM	034	0891-2755380 9247288804
24.	SRI KRISHNAVENI DEGREE COLLEGE	VIJAYAWADA	035	0866-2581772 9849189666
25.	SRI VISWAJYOTHI DEGREE COLLEGE	TEKKALI	036	9885215894 9885472650

26.	SEICOM DEGREE COLLEGE	KALIKIRI	038	9440464521 9989170086
27.	ANANTHA COLLEGE	NANDYAL	039	9989325944 08514-247729
28.	SRI VENKATESWARA DEGREE COLLEGE	KOLLIPARA	040	08644-244389 9848204698
29.	CAMFORD DEGREE COLLEGE	PUTTUR	041	9848391201 08577-220555
30.	S.K.R. Jr. COLLEGE	INDUKURPET	044	9440140619 0861-2384293
31.	VIGHNA RAJA Jr. COLLEGE	VENKATAGIRI	045	9885541941 08612-257141
32.	GANDHAVALLA EDUCATIONAL SOCIETY	ONGOLE	048	9246461657 9291535101
33.	R. B.V. EDUCATIONAL DEVELOPMENT SOCIETY	MARKAPURAM	049	9849849311 9441255837
34.	VIJAYA SAI EDNL. ACADEMY	SIDDIPET	051	08457-227439 9440021688
35.	S.B.V.R. DEGREE COLLEGE	BADVEL	052	9441086058 9440979949
36.	UL-RUB MINORITY EDN. DEVELOPMENT SOCIETY	KADIRI	053	9885060450 9949627149
37.	CHANAKYA DEGREE COLLEGE	NIRMAL	054	9848184639 9849661614
38.	S.R.C. COLLEGE OF ARTS AND SCIENCES	SECUNDERABAD	057	9246901622 040-64531622
39.	PRIYADARSHINI DEGREE & P.G. COLLEGE	KHAMMAM	058	9440883782 08742-278567
40.	MOTHER DEGREE & P.G. COLLEGE	TUNI	059	9441326867 9490102111
41.	SAI PARAMESWARA DEGREE COLLEGE	JAMMALAMADUGU	061	9989050306 9347372343
42.	VIJAYAM DEGREE COLLEGE	CHITTOOR	062	9440044023 08572-236328
43.	SREE JEEVANA JYOTHI DEGREE COLLEGE	GIDDALUR	064	9396213536 9347887089
44.	VASHISTA DEGREE COLLEGE	NIRMAL	066	08734-247047 9440038869
45.	SRI VIDYA ACADEMY	HANMAKONDA	067	9347580878 0870-2553383
46.	JAHNAVI DEGREE COLLEGE	NARAYANAGUDA X ROADS HYDERABAD	069	9346434298 9848382484
47.	RAJA EDUCATIONAL SOCIETY	KHAMMAM	070	9346636219 9490300292
48.	NEW VISION JR. COLLEGE	S.R. NAGAR HYDERABAD	071	9963678888 040-23816265
49.	VASISHTHA DEGREE COLLEGE	KAMAREDDY	074	9440381959 08468-229293
50.	SAGAR EDUCATIONAL SOCIETY	KARIMNAGAR	075	0878-2241918 9440069418
51.	NEW SILVER JUBILEE JR. & DEGREE COLLEGE	ECIL X ROADS HYDERABAD	076	9246176889 040-27128174
52.	VAGDEVI ARTS & SCIENCE DEGREE COLLEGE	ADILABAD	077	9440069837 08732-233430
53.	SAI GANESH EDUCATIONAL SOCIETY	DHARMAVARAM ANANTAPUR (DIST)	082	9490540398 9391307165
54.	BHAVITHA DEGREE COLLEGE	BELLAMPALLY	083	9866108843

55.	BABA EDNL. DEV. SOCIETY	GORANTLA	084	9849413499
56.	BHAVITHA EDUCATIONAL SOCIETY	YEMMIGANUR KURNOOL (DIST)	085	9866290166 9247799955
57.	RAVI EDUCATIONAL SOCIETY	PALAMANER	087	9440851595 08579-251841
58.	JAYALAXMI EDUCATIONAL SOCIETY	KODAD	089	9948339847
59.	SHIRDI SAI DEGREE COLLEGE	KASIBUGGA PALASA	090	9440304818 08945-240101
60.	MAHARSHI DEGREE COLLEGE	GAJAPATHINAGARAM	091	9866787879 9440522032
61.	SRI CHAITANYA DEGREE COLLEGE	GODAVARIKHANI	092	9247224316 7396295455
62.	ST. STEPHENS EDUCATIONAL SOCIETY	BHONGIRI	093	9866326100 040-27671471
63.	KAKATIYA DEGREE COLLEGE	KAMALAPUR	094	9866744705 924664708
64.	J.C.N.R.M. DEGREE COLLEGE	TADPATRI	095	9440362157
65.	ANDHRA KESARI DEGREE COLLEGE	RAJAMHUNDRY	096	9848581245 0883-2422300
66.	ANDHRA EDNL. ACADEMY	BESTHAVARAPETA PRAKASHAM (DIST)	097	9849651078 08406-237084
67.	JAGRUTHI DEGREE & P.G. COLLEGE	NARAYANAGUDA HYDERABAD	098	9849900887 9849170019
68.	ARUNODAYA MAHILA DEGREE COLLEGE	SURYAPET NALGONDA (DIST)	099	9246965030 9248203120
69.	SRI NAGARJUNA DEGREE COLLEGE	BALKAMPET HYDERABAD	100	9988550088 040-64545230
70.	PRASHANT VOCATIONAL Jr. COLLEGE	KACHIGUDA HYDERABAAD	201	9399953035 040-64545230
71.	MAITREYI DEGREE COLLEGE	MASAB TANK HYDERABAD	202	9441040411 040-23535407
72.	GOUTHAM DEGREE COLLEGE	WARANGAL	203	0870-6560402
73.	SRI C. S.S.R&S.R.R. MEMORIAL DEGREE COLLEGE	KAMALAPUR KADAPA (DIST)	204	94440895688 08563-274888
74.	R.R. DEGREE COLLEGE	PUNGANUR	205	9440565402 08561-252446
75.	SRI VIGNAN EDUCATIONAL SOCIETY	CHITTOOR	206	
76.	SAASTRA COLLEGE OF COMPUTER SCIENCE	VARIGONDA (VIL) NELLORE (DIST)	207	9441888915 0861-2334433
77.	SRI SHIRDI SAIRAM DEGREE COLLEGE	ATMAKUR NELLORE (DIST)	208	9440540910 08627-220874
78.	NAGARJUNA EDUCATIONAL SOCIETY	PODALAKUR NELLORE (DIST)	209	9440450572 9030232535
79.	BLUE MOON EDU. SOCIETY	ANANTAPUR	210	9849789456
80.	SRI VIVEKANANDA EDUCATIONAL SOCIETY	KADAPA	211	98664 82840
81.	NANI INTEGRATED TECH. EDUCATIONAL SOCIETY	NANDYAL	212	9885091189 9247715706
82.	SHIRDI SAI WOMENS DEGREE COLLEGE	RAYACHOTY	213	9440868804 9390910556
83.	ELLANKI DEGREE COLLEGE	TOOPRAN MEDAK (DIST)	214	9949916141
84.	SRI BALAJI EDUCATIONAL SOCIETY	MADANAPALLI CHITTOOR (DIST)	215	
85.	PASHA NOBLE DEGREE & P.G. COLLEGE	HYDERABAD	216	040-24048412 24058567
86.	S.V. EDUCATION & WELFARE SOCIETY	RAJAHMUNDRY	217	9490102111 8106084111
87.	SREE VIJAY EDUCATIONAL SOCIETY	MADANAPALLE	218	9849690976 9441625335

**DIRECTORATE OF DISTANCE EDUCATION
SRI VENKATESWARA UNIVERSITY, TIRUPATI – 517 502**

**Prof. K.V.S SARMA
DIRECTOR**

Phone : 2289477, 2289434 Fax : 2289554 Mobile: 90006 90678

WHOM TO CONTACT

For Admissions, Administration and General Matters	Director, DDE
For Study Centers related	Special Officer, DDE Study Centres
For Conduct of DDE Examinations	Coordinator, DDE Examinations
For Publication of Results, Provisional Certificates	Controller of Examinations, SVU 0877-2289499
For Academic matters	Course in-charge in DDE

S.No.	Name and Designation	Course in-charge for	Contact No.
1.	Prof. Y.Sudhakara Reddy	Special Officer, DDE Study Centres	90000 66619
2.	Prof. B.Govinda Reddy	M.Sc. Psychology P.G.Diploma in Guidance & Counselling	94413 23855
3.	Prof.M.Sivarathnam Reddy		98662 50636
4.	Prof.S.V.Subba Reddy Associate Professor	M.B.A, M.Com., B.L.I.Sc., P.G.Diploma in IR& PM. Coordinator, DDE Examinations	90003 99959
5.	Dr.V.Ravi Naidu Associate Professor	M.A. English	94412 00246
6.	Dr.S.Thavamani Associate Professor	M.Sc. Physics, Chemistry, Zoology	98851 85138
7.	Dr.G.Janakiramaiah Associate Professor	M.A. Sociology, B.Ed., B.Ed. III Methodology	94412 00242
8.	Dr.M.Bhupathi Naidu Associate Professor	M.Sc. Mathematics, Computer Science, MCA	93473 35770
9.	Sri V.Ramana Reddy Asst.Director-cum-Lecturer	M.A. Pol. Sci. & Pub. Admn. M.A. Telugu	98491 59224
10.	Dr.R.Jyothi Asst.Director-cum-Lecturer	M.A. History, B.A. (Regular & OUS)	98482 13627 81068 19777
11.	Dr. G.Varalakshmi Asst.Director-cum-Lecturer	M.A. Economics, LLM, M.S. Public Relations, B.Com.(Regular & OUS)	92473 12683 96524 40114

FOR ANY CLARIFICATION PLEASE CONTACT THE ABOVE OFFICERS BETWEEN 10.15A.M. AND 5.00P.M

Instructions for filling the Application form for admission

1. The application duly filled –in together with all the required enclosures should reach the **Director, DDE , S.V.University, Tirupati 517 502** by registered post on or before the last 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 DDE.
3. The name of the student as well as his/her father/husband should correspond with those that are recorded in his/her matriculation certificates / SSLC / SSC/ HS & MPSC 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 which will be returned later. One attested copy of each certificate must also be enclosed for the DDE record.
6. Application sent without tuition fees will be rejected. Incomplete applications will not be processed by the DDE and they will be rejected.
7. The following certificates in original are to be enclosed along with application form:
 - a. Provisional Certificate and Marks Memoranda 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. Prescribed course fee shall be paid through Demand Draft drawn in any nationalized bank payable at Tirupati. The DD to be drawn in favour of Registrar, S.V.University, Tirupati.

13. Fee Particulars : (Please see the Prospectus)

Amount	D.D.No. & Date	Name of the Bank Issued	Place of Bank

Write Name, Course, Subject and Address on the backside of the D.D.

DECLARATION OF THE APPLICANT

I hereby declare that the particulars given above are correct. In case they are found to be incorrect at a later date, I submit myself for any disciplinary action including removal from the rolls, and such other disciplinary action under the ACT, the Statues and Ordinances and the rules of the University. I also agree to abide by the conditions, rules and regulations stipulated by the Directorate of Distance Education and the Laws of the University applicable from time to time.

Station :

Date :

Signature of the Applicant.

FOR OFFICE USE ONLY

Enrollment Number :

Amount Paid :

Amount Due :

D.D.No. with Date :

Name of the Bank :

Certificates and fee particulars, verified and found correct.

ELIGIBLE / NOT ELIGIBLE

ADMITTED / REJECTED

Jr. Asst.

Supdt. / A.R.

Course-in-charge

DIRECTOR

Check List : Put tick (✓) mark in the relevant boxes.

Demand Draft for prescribed course fee.

Certificates in support of your educational qualifications both original and one set of Zerox copies.

Migration Certificate (for other than SVU graduates) both original and Zerox.

Zerox copy of Date of Birth Certificate.

Zerox copy of Caste Certificate.