

PROSPECTUS



MBA (3 Years), MBA (2 Years) MCA (3 Years)

Centre for Distance Education
ACHARYA NAGARJUNA UNIVERSITY
Nagarjuna Nagar - 522 510 A.P.

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e-mail: info@anucde.ac.in

Phone Numbers

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Identification Cards	:	0863-2346206	Exams PG Section (D.R.)	:	0863-2346221
E- Learning	:	0863-2346223	Assistant Registrar (Confidential)	:	0863-2346226
Study Material Issues (Store)	:	0863-2346259 08645-211024	Superintendent (Confidential)	:	0863-2346230
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Study Centres	:	08645-211022 0863-2346224	Account Section	:	0863-2346209
Assignment Complaints	:	94908-20974	Director's Peshi	:	0863-2346213
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PRICE : Rs.300/- (Application Cost Rs.15/- + Registration and Processing Fee Rs.285/-)

CDE Website : www.anucde.info or www.anucde.ac.in or www.anucde.com

Students are requested to utilize the Web site of the CDE for the following services :

1. **Admission** : Students can download the Entrance Application Form or Admission Application Form for any course of their choice and can use it for admission purpose.
2. **Details of all courses**: Students can get the details of eligibility for admission into particular courses, Course structure, syllabi, Fee particular etc.,
3. **Details of Study Centres** : The names of all the approved Study Centres as well as the courses offered in each study centre are available from the CDE Website.
4. **Identity Card** : Each student enrolled into the CDE courses can also download the ID card from the Website. If the student finds any discrepancy in the Identity Card, the same may be intimated to the CDE office for necessary correction.
5. Details of Fee paid by students and the dues of students to CDE are also available in the Website.
6. Details examination notification and Time-tables can also be accessed from the Website.
7. **Details of Hall-tickets** : Those students who have not received the Hall-tickets for various examinations from the CDE office can download their Hall-tickets from the Web site and use them for attending the examination purpose.
8. Students who have appeared for the CDE examinations could access the CDE Website to know their result and the marks they got in the subjects they appeared.
9. **Revaluation of Papers** : If the students want to apply for revaluation of their answer scripts they can download the Revaluation Application Form from the Web site and apply for revaluation with the payment of necessary fee.
10. Old Examination Question papers for various courses are available in the Website for the convenience of students to prepare well for their examinations.
11. The details assignments topics and last dates for submission are also available in the Website.
12. The details of commencement of personal contact programme (PCP) classes in the study centres for the courses offered by CDE are available in the Website.
13. Employment Guidance.
14. Online Study material (available for selective papers)
15. Online Admissions
16. Online Examinations (under consideration)
17. Video Lectures
18. Mobile Number Registration to get SMS alerts of ANUCDE
19. Students can send your queries to ANUCDE directly from "Contact Us".

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1. ACHARYA NAGARJUNA UNIVERSITY – A BRIEF PROFILE

Acharya Nagarjuna University, named after the great Buddhist philosopher Acharya Nagarjuna, was established in 1976 and is located between Vijayawada and Guntur on Kolkata - Chennai National Highway (NH 5). The university was inaugurated on 11th September, 1976 by the former President of India, Sri Fakhruddin Ali Ahmed and celebrated its Silver Jubilee in 2001. The National Assessment and Accreditation Council (NAAC) awarded B++ grade (80 – 85 Points) to Acharya Nagarjuna University.

The University was originally started as a Post Graduate Centre of Andhra University in 1967 and later grown into a full-fledged Centre of higher learning in 1976, as the Nagarjuna University, fulfilling the aspirations of the people of the area. Since then it has achieved tremendous progress through quantitative expansion and qualitative improvements on various academic fronts. This was made possible by the relentless efforts of successive Vice-Chancellors starting from Professor V. Balaiah to the present dynamic Vice-Chancellor Professor K.V. Rao and a large pool of dedicated faculty, an efficient team of supporting staff and high quality student input. It has a spacious campus, spread over 293 acres.

The University caters to the educational needs of Krishna, Guntur and Prakasam districts with a network of over 435 affiliated colleges. The University and its affiliated colleges offer a wide variety of courses including Engineering, Education, Law, Pharmacy, Science, Commerce, Management and Arts. The University College offers 36 courses leading to M.A., M.Sc., M.Com., M.H.R.M., LL.M., M.B.A., M.C.A., M.Tech. and P.G.D.C.A. and also provides facilities for research leading to M.Phil., and Ph.D. The University runs 24 academic departments and 7 advanced research centres. It has two PG centers, one each at Nuzvid and Ongole.

Basic facilities such as central library, internet facility, well equipped laboratories, instrumentation centre, hostels, guest house, bank, post office, telecom centre, health centre, staff quarters, transport facilities for the staff, canteen, play ground, gymnasium with latest equipment, indoor stadium, student centre, and recreation facilities are available.

2. ABOUT THE CENTRE FOR DISTANCE EDUCATION (CDE)

Higher Education in recent years, has undergone significant paradigm shift including the shift from '**teacher-centred**' to a '**learner-centred**' learning and the replacement of the traditional method of '**learning over a specified period of time**' by the concept of informal and continuous '**lifelong learning**'. Keeping pace with the changing scenario, Acharya Nagarjuna University has started the Centre for Distance Education (CDE) to offer B.A., BBM, B.Sc. (MPC, BZC, MSCs, MPCs, MECs, MPE, Costume Design & Fashion Technology, Information Technology), Bachelor of Hotel Management (B.H.M.), B.Com (General), B.Com (Computer Applications), B.L.I.Sc. courses at the Bachelors Degree level and MA (English), MA (Telugu), MA (Hindi), MA (History), MA (Economics), MA (Political Science), MA (Sociology), MSW, MA (Psychology), MA (Journalism and Mass Communication) MHRM, M.Com., MBA, MCA, Master of Hotel Management (MHM), M.Sc (Mathematics), M.Sc. (I.T), M.Sc (Botany) M.Sc (Zoology), M.Sc (Physics) M.Sc (Chemistry), M.Sc (Microbiology), M.Sc. (Computer Science), M.Sc. (Psychology), M.Sc. (Statistics), M.Sc. Bioinformatics, Master of Business Economics, LL.M, M.L.I.Sc. courses and PG Diploma courses in Bio-Technology, Bio-Informatics, Hospital and Health Care Management, Business Management, Marketing Management, Human Resource

Management, Financial Management, Banking and Financial Management, Insurance Management, International Business, Travel and Tourism Management, Journalism and Mass Communication, Computer Applications, Information Technology, Certificate Courses in HIV-Aids Counselling, Hotel and Hospital Housekeeping.

2.1 VISION, MISSION AND CORE FACULTY OF THE CDE:

Vision: The Centre for Distance Education strives for the realisation of a “Knowledge Society” through seamless access to sustainable and ‘learner-centric’ quality education by removing the restrictions of time and location for pursuing educational programmes of learners’ choice, irrespective of gender, geographical boundaries and working status.

Mission: The mission of the Centre is to provide quality education at affordable cost to larger sections of population by facilitating the reach of education to the doorsteps of people living in remote and far-flung areas.

FACULTY OF CENTRE FOR DISTANCE EDUCATION

Director	:	Prof. D. Krishna Rao
Addl. Director (Arts)	:	Prof. B. P. C. Bose
Addl. Director (Sciences)	:	Prof. V. Vivekavardhini
Coordinator (Exams)	:	Prof. M. Koteswara Rao
Deputy Director	:	Prof. M. V. Ram Kumar Ratnam
Coordinator (Study Centres)	:	Dr. P. Rajasekhar
Coordinator (Student Support Services)	:	Dr. K. Sumanth Kumar

Honorary Academic Advisors

Botany	:	Dr. G. Rosaiah
Zoology	:	Prof. V. Vivekavardhani
Physics	:	Prof. S. Sri Hari Sastry
Chemistry	:	Dr. Y. Sunandamma
Microbiology	:	Prof. M. Vijaya Lakshmi
Mathematics	:	Prof. M.S.N. Murthy
LAW.	:	Prof. Y.P. Rama Subbaiah
Commerce & Business Administration	:	Prof. V. Chandra Sekhara Rao
English	:	Prof. K. Ratna Shiela Mani
Telugu	:	Prof. G. Y. Prabhavathi Devi
Economics	:	Dr. K. Madhu Babu

History	:	Ms. E. V. Padmaja
Political Science & Business Administration	:	Dr. M. Ravi Sekhar
Sociology	:	Dr. V. Venkateswarlu
Social Work	:	Dr. Y. Ashok Kumar
Physical Education	:	Dr. P. Johnson
Jainism	:	Dr. S. Murali Mohan
HRM	:	Dr. B. Nagaraju
Engineering	:	Dr. E. Srinivasa Reddy
Women Studies	:	Dr. Y. Sunandamma
Ambedkar Studies	:	Dr. S. Murali Mohan
Biotechnology & Bioinformatics	:	Prof. K. R. S. Sambasiva Rao
Library Science	:	Sri K. Venkata Rao
Computers & IT	:	Prof. I. Ramesh Babu
Psychology	:	Dr. Saroja
Journalism and Mass Communication	:	Dr. G. Anitha
Food and Nutrition	:	Dr. B. Babitha
Education	:	Dr. G. Yasodha

Academic Counsellors (Full Time)

Commerce & Management	:	Sri N. Srihari
Commerce & Management	:	Sri E. Koteswara Rao
Physics	:	Dr. S. Bala Murali Krishna
Zoology	:	Dr. T. A. V. Prasad
Zoology	:	Dr. P. Bhaskar Tataji
Botany	:	Dr. T. Sreevalli
Political Science	:	Sri CH. Vinod Kumar
Economics	:	Dr. M. Syamala
Economics	:	Dr. Shaik Ameer
Economics	:	Dr. P. Mercy Kumari
Economics	:	Smt. P. Suneetha
Chemistry	:	Sri CH. Sarat Kumar

Grievance Redressal & Student Support Services

The following committees are constituted to help the students in solving their problems and also for providing guidance. Students are advised to contact the concerned members, with a written representation for receiving help.

1. **Committee for Admission matters :**

Dr. J. Venkata Rao, Academic Co-ordinator - Overall In-charge

Other Members:

- | | | |
|--|---|--------|
| 1. Dr. T. A.V. Prasad, Academic Counselor | - | Member |
| 2. Dr. P. Bhaskar Tataji, Academic Counselor | - | Member |
| 3. Sri E. Koteswara Rao, Academic Counselor | - | Member |
| 4. Sri N. Srihari, Academic Counselor | - | Member |
| 5. Sri T. Subramanyam | - | Member |

Phone Nos: 0863 – 2346207; 9490820973

Committee deals with the following:

1. Counseling the students regarding eligibility.
2. Change of Course / Group / II Language / Optional papers.
3. Rectification of errors in admission.
4. Identification Cards
5. Name Correction
6. Change of Address
7. Lateral Entry
8. Genuineness of the Certificates
9. Fee related problems

2. **Committee for Study Material Problems:**

Deputy Director - Overall Incharge

Other Members:

- | | | |
|--------------------------------------|---|--------|
| 1. Sri Ch. Vinod, Academic Counselor | - | Member |
| 2. Miss. K. Sree Vani | - | Member |

Phone Nos: 0863 – 2346259; 08645-211024

Committee deals with the following:

1. Supply of Material to those who have not received or received wrong material
2. Material issue for spot admissions and also by study centres.
3. e-learning etc.,

3. **Committee for allotment of Study centres and arrangement of Theory and Practical Classes:**

Co-ordinator (Study Centres) - Overall Incharge

Other Members:

- | | | |
|--|---|--------|
| 1. Sri Ch. Sarat Kumar, Academic Counselor | - | Member |
| 2. Sri M. Chandra Sekhara Reddy | - | Member |
| 3. Sri R. Anand Kishore | - | Member |

Phone Nos: 0863 – 2346224, 08645-211022

Committee deals with the following:

1. Change of Study Centre / allotment of nearest study centre to those who have not opted / or incorrect option of study centre.

4. Examinations:**a. Committee for UG Examination matters :**

Joint Registrar (Examinations) - Overall Incharge

Other Members:

1. Deputy Registrar (UG Examinations) - Member
2. Superintendent (UG Examinations) - Member
3. Smt. P. Suneetha, Academic Counselor - Member

Phone Nos: UG Exams Section : 08645-211025; 0863-2346229,

Deputy Registrar (UG Exams) : 0863- 2346228

Joint Registrar (Exams) : 0863-2346255

Committee deals with the following:

1. Change of Examination Centres for UG Students
2. Hall ticket problems for UG courses
3. Student grievances regarding marks memos, Provisional Certificate, Original Degree, Consolidated Marks Memos, Transfer Certificates, Migration Certificate, Study Certificates, Duplicate Marks Memos etc.,
4. Student grievances regarding Name Correction, Father Name Correction in Marks Certificates.
5. Revaluation results

b. Committee for PG Examination matters :

Joint Registrar (Examinations) - Overall Incharge

Other Members:

1. Deputy Registrar (PG Examinations) - Member
2. Superintendent (PG Examinations) - Member
3. Dr. P. Mercy Kumari, Academic Counselor - Member

Phone Nos: PG Exams Section : 08645-211021; 0863-2346258,

Deputy Registrar (PG Exams) : 0863- 2346221

Joint Registrar (Exams) : 0863-2346255

Committee deals with the following:

1. Change of Examination Centres for PG Students
2. Hall ticket problems for PG Courses
3. Student grievances regarding marks memos, Provisional Certificate, Original Degree, Consolidated Marks Memos, Transfer Certificates, Migration Certificate, Study Certificates, Duplicate Marks Memos etc.,
4. Student grievances regarding Name Correction, Father Name Correction etc.,
5. Revaluation results of PG Courses.

5. Committee for Mid-term Examinations / Practical Examinations:

Additional Director (Science) - Overall Incharge

Other Members:

1. Co-ordinator (Examinations) - Member
2. Assistant Registrar, Confidential - Member

3. Dr. Sk. Ameer, Academic Counselor - Member
4. Dr. S. Bala Murali Krishna, Academic Counselor - Member

Phone Nos: 0863- 2346226; 08645-2111028

Committee deals with the following:

1. Providing information to students regarding Midterm Examinations and Project Related information (B.Tech. & M.Tech. Only)
2. Practical examination problems
3. Informing students regarding Practical examinations.

6. Committee for issues related to Research Courses:

Co-ordinator (Examinations) - Overall Incharge

Other Members:

1. Asst. Registrar, Confidential - Member
2. Superintendent, Confidential - Member
3. Dr. T. Sreevalli, Academic Counselor - Member

Phone Nos: 0863- 2346230; 2346226; 08645-211028

Committee deals with the following:

1. Problems relating to topic / guide approval.
2. Providing information to students regarding fee particulars and dates.
3. Providing information to students regarding viva-voce

7. Committee for Assignments / Project Work:

Co-ordinator (Examinations) - Overall Incharge

Other Members:

1. Assistant Registrar, Confidential - Member
2. Dr. P. Mercy Kumari, Academic Counselor - Member
3. Smt. P. Suneetha, Academic Counselor - Member
4. Smt. Savitha - Member
5. Sri Vishnu Vardhan Reddy - Member

Phone Nos: 0863- 2346226; 08645-211028, 211023, 9490820974

Committee deals with the following:

1. Providing information on Assignment topics / Project Proposals to Students
2. Providing information on Submission dates for assignments and Project / Dissertation Proposals, Project / Dissertation Reports.
3. Problems relating to Project approval to the students.
4. Attending to grievances regarding Assignments, Project Proposals etc., from students

8. Committee for General Enquiries / Dispatch problems:

Co-ordinator (Student Support Services) - Overall incharge

P.R.O. - Member

Incharge (Dispatch) - Member

Phone Nos: 0863-2346222; 0863-2346208; 0863- 2293299; 0863-2293356; 9848285518

3. COURSES OFFERED BY THE CDE

Code	Course	Eligibility	Duration	Medium
P.G. Science Courses				
01	M.Sc. Botany	B.Sc. with Botany	2 Yrs	English
02	M.Sc. Zoology	B.Sc. with Zoology	2 Yrs	English
03	M.Sc. Physics	B.Sc. with Physics & Maths	2 Yrs	English
04	M.Sc. Chemistry	B.Sc. with Chemistry	2 Yrs	English
05	M.Sc. Microbiology	B.Sc. with Botany or Microbiology	2 Yrs	English
06	M.Sc. Mathematics	B.A/ B.Sc. with Maths	2 Yrs	English
138	M.Sc. Statistics	B.A/ B.Sc. with Maths and Statistics	2 Yrs	English
139	M.Sc. Foods & Nutritional Science	B.Sc. with Home Science/ Applied Nutrition/ Clinical Nutrition & Dietetics / Food Science and Q.C./B.Z.C./Micro Biology, Biotech, Biochem/ BHSc (Rural/Home Science - special 4 yr course)	2 Yrs	English
140	M.Sc. Psychology	Any Bachelors Degree	2 Yrs	English
146	M.Sc. Bioinformatics	A Degree in Physical or Life Sciences, Agriculture Veterinary Science, Pharmacy, Forestry, Computer Science, IT, Medical Science, Food Science and Other related subjects	2 Yrs	English
Computer & IT Courses				
28	M.Sc. (I.T.)	Any Bachelors Degree with Maths or IT or Electronics or Computer Science or Computer Applications	2 Yrs	English
109.	M.Sc. Computers	Any Degree with computer Science or Computer Applications or BCA or any Degree with One year PGDCA or B.Sc. IT.	2 Yrs	English
24	Master of Computer Applications (MCA)	Pass in Entrance Test and Pass in any Bachelors Degree with 50% aggregate (45% for SC & ST) (other than BFA & BOL) with Mathematics at Inter or Degree level	3 Yrs	English
Commerce & Management Courses				
11	MBA (3 yrs)	Pass in Entrance Test and Pass in any Bachelors Degree with 50% aggregate (45% for SC & ST) (other than BFA & BOL) with Mathematics at 10th or Inter or Degree	3 Yrs	English
12	M.Com. (Accountancy)	B.Com /BBM	2 Yrs	English
13	M.Com. (Banking)	B.Com /BBM	2 Yrs	English
101	MBA (Marketing)	Pass in Entrance Test and Pass in any Bachelors Degree with 50% aggregate (45% for SC & ST) (other than BFA & BOL) with Mathematics at 10th or Inter or Degree	2 Yrs	English

Code	Course	Eligibility	Duration	Medium
102	MBA (Finance)	Pass in Entrance Test and Pass in any Bachelors Degree with 50% aggregate (45% for SC & ST) (other than BFA & BOL) with Mathematics at 10th or Inter or Degree	2 Yrs	English
103	MBA (Human Resource Management)	Pass in Entrance Test and Pass in any Bachelors Degree with 50% aggregate (45% for SC & ST) (other than BFA & BOL) with Mathematics at 10th or Inter or Degree	2 Yrs	English
105	MBA (Banking & Insurance Management)	Pass in Entrance Test and Pass in any Bachelors Degree with 50% aggregate (45% for SC & ST) (other than BFA & BOL) with Mathematics at 10th or Inter or Degree	2 Yrs	English
137	MBA (Hospital Administration)	Pass in Entrance Test and Pass in any Bachelors Degree with 50% aggregate (45% for SC & ST) (other than BFA & BOL) with Mathematics at 10th or Inter or Degree	2 Yrs	English
23	Master of Human Resource Management (MHRM)	Any Bachelors Degree	2 Yrs	English
PG. Arts Courses				
14	M.A. (English)	Any Bachelors Degree with English	2 Yrs	English
15	M.A. (Telugu)	Any Bachelors Degree with Telugu	2 Yrs	Telugu
16	M.A.(Economics) (Economics of Industry option)	Bachelors Degree with Economics in I, II & III years	2 Yrs	Telugu
17	M.A. (History)	Any Bachelors Degree	2 Yrs	Telugu
18	M.A. (Political Science)	Any Bachelors Degree	2 Yrs	Telugu
19	M.A. (Sociology)	Any Bachelors Degree	2 Yrs	Telugu
20	M.A.(Economics) (Agricultural Economics and Rural development option)	Bachelors Degree with Economics in I, II & III years	2 Yrs	Telugu
21	MSW	Any Bachelors Degree	2 Yrs	English
29	MA (Journalism & Mass Comm.)	Any Bachelors Degree	2 Yrs	English
110	M.A. (Hindi)	Any degree with Hindi as second language or with Hindi as special subject or Rastra Bhasha Praveena from Dakshin Bharat Hindi Prachar Sabha, Madras or Madhyam Visharad of Sahitya Sammalan, Allahabad.	2 Yrs	Hindi
147	M.B.E.	Any Bachelors Degree except BA(OL)	2 Yrs	English

Code	Course	Eligibility	Duration	Medium
Law Courses				
07	LL.M. (Labour Laws)	LL.B. / B.L.	2 Yrs	English
08	LL.M. (Constitutional and Administrative Law)	LL.B. / B.L.	2 Yrs	English
09	LL.M. (Torts & Crimes)	LL.B. / B.L.	2 Yrs	English
10	LL.M. (Corporate & Securities Law)	LL.B. / B.L.	2 Yrs	English
UG Arts Courses				
40	B.A. (Economics, History, Politics)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
41	B.A. (Economics, Public Admn., Politics)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
42	B.A. (Economics, Public Admn., Sociology)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
43	B.A. (Economics, History, Sociology)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
44	B.A. (Economics, Politics, Sociology)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
45	B.A. (History, Politics, Sociology)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
46	B.A. (Public Admn., Politics, Sociology)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
47	B.A. (Public Admn., Politics, History)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
48	B.A. (Maths, Politics, Economics)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
49	B.A. (Maths, English, History)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
50	B.A. (Maths, Telugu History)	10 + 2 Stream / Pass in Entrance Test	3 Yrs	Telugu
51	B.A. (English, Economics, Public Admn.)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
52	B.A. (English Economics, Political Science)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
53	B.A. (English, History, Politics)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
54	B.A. (English, Politics, Public Admn.)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
55	B.A. (English, History, Telugu)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
56	B.A. (Telugu, History, Sociology)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
57	B.A. (Telugu, History, Politics)	10+2 Stream / Pass in Entrance Test	3 Yrs	Telugu
66	B.A. (Maths, Economics, Statistics)	10 + 2 Stream or Pass in Entrance Test	3 Yr	English
67	B.A. (Maths, Statistics, Computer Applications)	10 + 2 Stream or Pass in Entrance Test	3 Yr	English
112	B.A. (Maths, English, Statistics)	10 + 2 Stream or Pass in Entrance Test	3 Yr	English
UG Commerce & Management Courses				
58	B.Com. (General)	10 + 2 Stream or Pass in Entrance Test	3 Yrs	Telugu
68	B.Com. (Computer Applications)	10 + 2 Stream or Pass in Entrance Test	3 Yr	English
64	Bachelor of Business Management (BBM)	10 + 2 Stream or Pass in Entrance Test	3 Yrs	English
65	Bachelor of Hotel Management (BHM)	10 + 2 Stream or Pass in Entrance Test	3 Yr	English

Code	Course	Eligibility	Duration	Medium
UG Science Courses				
59	B.Sc.(Botany, Zoology, Chemistry)	10 + 2 Stream with relevant subjects / Pass in Entrance Test	3 Yrs	English Telugu
60	B.Sc.(Maths, Physics, Chemistry)	10 + 2 Stream with relevant subjects / Pass in Entrance Test	3 Yrs	English Telugu
61	B.Sc. (CD & FT)	10 + 2 Stream with Maths / Pass in Entrance Test	3 Yrs	English
62	B.Sc. (Information Technology)	10 + 2 Stream with Maths / Pass in Entrance Test	3 Yrs	English
63	B.Sc. (Maths, Statistics, Computers)	10+2 Stream with Maths / Pass in Entrance Test	3 Yrs	English
71	B.Sc. (Maths, Physics, Electronics)	10 + 2 Stream with relevant subjects or Pass in Entrance Test	3 Yr	English
72	B.Sc. (Maths, Electronics, Computers)	10 + 2 Stream with relevant subjects or Pass in Entrance Test	3 Yr	English
73	B.Sc. (Maths, Physics, Computers)	10 + 2 Stream with relevant subjects or Pass in Entrance Test	3 Yr	English
One year Courses				
80	Bachelor of Library Information Science (BLISc)	Any Graduate	1 Yr	English
PG Diploma Courses				
81	PG Diploma in Bio-informatics(PGDBI)	Any Graduate with relevant subject	1 Yr	English
82	PG Diploma in Biotechnology(PGDBT)	Any Graduate with relevant subject	1 Yr	English
Management Diploma Courses				
83	PG Diploma in Hospital and Health Care Mgt. (PGDHHM)	Any Graduate	1 Yr	English ⁸⁴
	PG Diploma in Business Management (PGDBM)	Any Graduate	1 Yr	English
85	PG Diploma in Marketing Management (PGDMM)	Any Graduate	1 Yr	English
86	PG Diploma in Human Resource Mgt. (PGDHRM)	Any Graduate	1 Yr	English
87	PG Diploma in Financial Management (PGDFM)	Any Graduate	1 Yr	English
88	PG Diploma In Banking and Financial Mgt (PGDBFM)	Any Graduate	1 Yr	English
89	PG Diploma in International Business (PGDIB)	Any Graduate	1 Yr	English
90	PG Diploma in Travel and Tourism Mgt. (PGDTTM)	Any Graduate	1 Yr	English
91	PG Diploma in Insurance Management (PGDIM)	Any Graduate	1 Yr	English
92	PG Diploma in Hotel Management (PGDHM)	Any Graduate	1 Yr	English
94	PG Diploma in Journalism & Mass Comm. (PGDJM)	Any Bachelors Degree	1 Yr	English
95	PG Diploma in Computer Applications (PGDCA)	Any Bachelors Degree with Maths either at Degree or Inter level	1 Yr	English
96	PG Diploma in Information Technology (PGDIT)	Any Bachelors Degree with Maths / Computer Science/ Computer Applications / IT / Electronics	1 Yr	English
Diploma Courses				
134	Food Production	SSC or its Equivalent	-----	English
Certificate Courses				
77	HIV/AIDS Counselling	Any Bachelors Degree or having Paramedical Qualification with 10+2	-----	English
133	Hotel & Hospital House Keeping	SSC or its Equivalent	-----	English

Note: Please Refer to Websites: www.anucde.info or www.anucde.ac.in or www.anucde.com for detailed information.

3.1 GENERAL ELIGIBILITY CRITERIA :

1. Admissions are governed by the rules and regulations that are issued by Andhra Pradesh State Council for Higher Education (APSCHE) from time to time. Candidates are considered for provisional Admission only, based on the certificates enclosed and the University reserves the right to cancel the admission of any candidate and to refund the fee subsequent to any directions from the Government or any other academic bodies.
2. There is no upper age restriction for admission into any course.
3. Students who were awarded bachelors degrees from Universities other than Acharya Nagarjuna University are required to pay Rs.100/- extra towards Recognition Fee. Transfer and Migration Certificates need not be submitted for admission. However, candidates desirous of obtaining TC from the CDE shall have to submit proof of date of birth.
4. Candidates from any part of India will be given admission based on the requisite qualifications mentioned for the course, provided they select one of the study centres in Andhra Pradesh and personally attend and write their examinations at the allotted Examination Centre till they complete the course.
5. Candidates from abroad are also eligible for admission into all the courses provided:
 - a) They fulfill the requisite qualifying requirements mentioned for the courses.
 - b) They furnish an address in India for correspondence and dispatch of study material and any other information.
 - c) CDE does not entertain any correspondence on foreign address.
 - d) They should personally attend and write their examinations at the allotted Examination Centre till they complete the course.

SECTION - A : MBA (3 Years Duration)

3.2 M.B.A Programme (3 years duration) (Course Code :11)

NOTE :

1. If adequate number of students are not enrolled, the University reserves the right to withdraw this course.
2. If adequate number of students are not enrolled in any particular study centre, they will be allotted to other study centres where the course is offered.
3. Students are advised to consult the study centre before applying for any course regarding the availability of that course in that study centre.
4. Arrangement of classes is subject to the enrollment of minimum number of students for a particular course and in a particular centre.

Admission into MBA Programme: Admissions are governed by the rules and regulations that are issued by Andhra Pradesh State Council for Higher Education (APSCHE) from time to time.

a. Eligibility for Admission into MBA Programme (3 years duration):

Pass in any Bachelors Degree other than BFA and BOL with 50% of marks (45% for reserved Categories), and should have studied Mathematics at SSC or Intermediate or Degree level and qualified in Entrance Test to be Conducted by CDE, ANU.

Exemption from Entrance Test :

Candidates possessing any Bachelor's Degree (Other than BFA and BOL) with 50% of marks (45% for reserved Categories) and are qualified in ICET during the last 3 years period or qualified in Entrance test conducted by CDE, ANU since November 2006 onwards are exempted from Entrance Test.

Note:-

- i) A pass at (10+2) / Intermediate need not be insisted, if Mathematics is studied at Degree level.
- ii) Candidate who passed directly the qualifying examination with Mathematics, as one of the subjects in the Degree course is eligible for admission and
Others who passed the qualifying examination without Mathematics, as one of the subjects in the Degree course, are eligible for admission if they pass 10th class or 10 + 2 examination with Mathematics.
- iii) Candidate who passed SSC with Mathematics and NOS are eligible for admission.

Explanation:

1. Inter or + 2 is not required, if Mathematics studied at Degree level
2. 10th is also not required if Maths is studied at Degree level.
3. In case of B.Com or B.A. Course without Maths, then pass in 10th or Inter with Maths is required.

b. Duration of the Course :

i. Minimum : Three Academic Years from the year of joining the course

ii. Maximum Duration for the completion of the course: The Candidate shall have to complete the course within **SIX** academic years from the year of joining the course for securing **FIRST** Class or **SECOND** Class.

iii. Re-registration Facility: Candidates who could not complete the course within the period of **SIX** years from the year of joining the course are permitted to avail the facility of 'Re-registration' on payment of prescribed fee for two more years, beyond the maximum duration of **SIX** years prescribed above. Such facility is provided only either for completion of the course by appearing for back log papers or for the improvement of percentage only (like those who wish to improve their percentage from 50 to 55 or to 60 percent), but not for the award of higher class like third class to second class or second class to first class. Irrespective of percentage of marks secured during the re-registration period, such candidates will be awarded either second or third class for which he/she is eligible as per the percentage of marks secured within the maximum duration of the **SIX** years period permitted for the course.

c. Medium of instruction and examination: English only.

d. Course Structure:

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
I YEAR: FOUNDATION COURSES:				
DBUS01(NR)	Perspectives of Management	25	75	100

DBUS02	Business Environment	25	75	100
DBUS03	Managerial Economics	25	75	100
DBUS04	Accounting for Managers	25	75	100
DBUS05	Quantitative Techniques for Managerial Decisions	25	75	100
DBUS06	Information Management and Computer Applications	25	75	100

II YEAR : FUNCTIONAL COURSES:

DBUS21(NR)	Financial Management	25	75	100
DBUS22	Operations Management	25	75	100
DBUS23(NR)	Marketing Management	25	75	100
DBUS24(NR)	Human Resource Management	25	75	100
DBUS25	Research Methodology for Management decisions	25	75	100
DBUS26	Business Policy and Strategic Management	25	75	100
DBUS27	Management of Information Systems	25	75	100

III YEAR: FUNCTIONAL SPECIALISATION COURSES:

Specialisation Papers: The Candidate Has To Select Any Two Specialisation Groups.

A. FINANCIAL MANAGEMENT

DBUS31	Security Analysis and Portfolio Management	25	75	100
DBUS32	Management of Financial Services	25	75	100
DBUS33	Project Management	25	75	100

B. MARKETING MANAGEMENT

DBUS34	Sales and Advertising Management	25	75	100
DBUS35	Marketing of Services	25	75	100
DBUS36	Rural Marketing	25	75	100

C. HUMAN RESOURCE MANAGEMENT

DBUS37	Human Resource Planning and Development	25	75	100
DBUS38	Managing Change in Organisations	25	75	100
DBUS39	Organisational Dynamics	25	75	100

D. INTERNATIONAL MANAGEMENT

DBUS40	International Business	25	75	100
DBUS41	International Financial Management	25	75	100
DBUS32	International Marketing	25	75	100
	Project Report	-	-	100
	Viva-Voce Examination	-	-	100

* **Internal Assessment by way of Assignments** : Refer to Annexure -IV

e. **Examination Rules:** Refer Annexure - III

f. **Study Centres** : Refer Annexure - I

g. **Fee Particulars** : Refer Annexure - II

SECTION - B : MBA (2 Years Duration)

3.3 M.B.A Programme (2 years duration)

Course Code	Course Name
101	MBA (Marketing)
102	MBA (Finance)
103	MBA (Human Resource Management)
105	MBA (Banking and Insurance Management)
137	MBA (Hospital Administration)

NOTE :

1. If adequate number of students are not enrolled in any particular study centre, they will be allotted to other study centres where the course is offered.
2. Students are advised to consult the study centre before applying for any course regarding the availability of the course at that study centre.
3. Arrangement of classes is subject to the enrollment of minimum number of students for a particular course and in a particular centre.

Admission into MBA Programme: Admissions are governed by the rules and regulations that are issued by Andhra Pradesh State Council for Higher Education (APSCHE) from time to time.

a. **Eligibility for Admission into MBA Programme (2 years duration):**

Pass in any Bachelors Degree other than BFA and BOL with 50% Marks (45% for Reserved categories) and should have studied Mathematics at SSC or Intermediate or Degree level and qualified in Entrance Test to be Conducted by CDE, ANU.

Exemption from Entrance Test :

1. Candidates with Bachelor's Degree and having 10 years of work experience after bachelors degree are exempted from entrance test.
2. Candidates possessing M.Com. / MHRM / MFT / MFM / MMM / CA / ICWA / ACS / MBBS / B.L. / B.Tech. / B.Pharmacy / Ag. BSc. **with Two years of work experience** after obtaining PG / Professional Degree are exempted from entrance test.
3. Candidates possessing any Bachelor's Degree (Other than BFA and BOL) with minimum of 2 years of work experience and are qualified in ICET during the last 3 years period or qualified in Management Aptitude test conducted by AIMA and other National bodies or Entrance test conducted by CDE, ANU since November 2006 onwards are exempted from Entrance Test.

Note:-

- i) A pass at (10+2) / Intermediate need not be insisted, if Mathematics is studied at Degree level.
- ii) Candidate who passed directly the qualifying examination with Mathematics, as one of the subjects in the Degree course is eligible for admission and

Others who passed the qualifying examination without Mathematics, as one of the subjects in the Degree course, are eligible for admission if they pass 10th class or 10 + 2 examination with Mathematics.

- iii) Candidate who passed SSC with Mathematics and NOS are eligible for admission.

Explanation:

1. Inter or + 2 is not required, if Mathematics studied at Degree level
2. 10th is also not required if Maths is studied at Degree level.
3. In case of B.Com or B.A. Course without Maths, then pass in 10th or Inter with Maths is required.

b. Duration of the Course :

i. Minimum : Two Academic Years from the year of joining the course

ii. Maximum Duration for the completion of the course: The Candidate shall have to complete the course within **FIVE** academic years from the year of joining the course for securing **FIRST** Class or **SECOND** Class.

iii. Re-registration Facility: Candidates who could not complete the course within the period of **FIVE** years from the year of joining the course are permitted to avail the facility of 'Re-registration' on payment of prescribed fee for two more years, beyond the maximum duration of **FIVE** years prescribed above. Such facility is provided only either for completion of the course by appearing for back log papers or for the improvement of percentage only (like those who wish to improve their percentage from 50 to 55 or to 60 percent), but not for the award of higher class like third class to second class or second class to first class. Irrespective of percentage of marks secured during the re-registration period, such candidates will be awarded either second or third class for which he/she is eligible as per the percentage of marks secured within the maximum duration of the **FIVE** years period permitted for the course.

c. Medium of instruction and examination: English only.

d. Course Structure:

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
I YEAR: Common for Marketing, Finance, HR, Banking & Insurance management Specializations				
DEMB1	Perspectives of Management	25	75	100
DEMB2	Business Environment	25	75	100
DEMB3	Managerial Economics	25	75	100
DEMB4	Accounting for Managers	25	75	100
DEMB5	Quantitative Techniques for Managerial Decisions	25	75	100
DEMB6	Information Management and Computer Applications	25	75	100
DEMB7	Financial Management	25	75	100
DEMB8	Operations Management	25	75	100

DEMB9	Marketing Management	25	75	100
DEMB10	Human Resource Management	25	75	100

II YEAR: MBA (Marketing) Course code: 101

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
DEMB11	Business Policy & Strategic management	25	75	100
DEMB12	International Business	25	75	100
DEMB13	Management information systems	25	75	100
DEMBA1	Sales & Advertising Management	25	75	100
DEMBA2	Services Marketing & CRM	25	75	100
DEMBA3	Rural and Retail Marketing	25	75	100
DEMBA4	Consumer Behaviour and Marketing Research	25	75	100
DEMBA5	Global Marketing	25	75	100
	Project Work		100	100
	Viva-Voce		100	100

II YEAR: MBA (Financial Management) Course code: 102

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
DEMB11	Business Policy & Strategic management	25	75	100
DEMB12	International Business	25	75	100
DEMB13	Management information systems	25	75	100
DEMBA1	Security Analysis & Portfolio Management	25	75	100
DEMBA2	Financial Markets & Derivatives	25	75	100
DEMBA3	International Financial Management	25	75	100
DEMBA4	Management of Financial Services	25	75	100
DEMBA5	Project Management	25	75	100
	Project Work		100	100
	Viva-Voce		100	100

II YEAR: MBA (Human Resource Management) Course code: 103

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
DEMB11	Business Policy & Strategic management	25	75	100
DEMB12	International Business	25	75	100
DEMB13	Management information systems	25	75	100
DEMBC1	Human Resource Planning & Development	25	75	100
DEMBC2	Organisational Dynamics & Change Management	25	75	100

DEMBC3 Labour Legislation & IR	25	75	100
DEMBC4 Organisational Behaviour	25	75	100
DEMBC5 Employee Compensation Management	25	75	100
Project Work		100	100
Viva-Voce		100	100

II YEAR: MBA (Banking and Insurance Management) Course code: 105

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
DEMB11	Business Policy & Strategic management	25	75	100
DEMB12	International Business	25	75	100
DEMB13	Management information systems	25	75	100
DEMBE1	Theory & Practice of Banking in India	25	75	100
DEMBE2	Management of Financial Services	25	75	100
DEMBE3	Insurance and Risk Management	25	75	100
DEMBE4	Principles & Practice of Life & General Insurance	25	75	100
DEMBE5	Insurance Law	25	75	100
	Project Work		100	100
	Viva-Voce		100	100

* Internal Assessment by way of Assignments : Refer to Annexure -IV

MBA (Hospital Administration) Course code: 137

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
Paper-1	Management Process & Organizational Behaviour	25	75	100
Paper-2	Marketing Management & Marketing of Services	25	75	100
Paper-3	Introduction to Computers and MIS	25	75	100
Paper-4	Health Care and Operations Management	25	75	100
Paper-5	Hospital Planning and Engineering	25	75	100
Paper-6	Hospital Economics and Financial Management	25	75	100
Paper-7	Medical Terminology & Records	25	75	100
Paper-8	Managing Hospitals -I	25	75	100

II Year

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
Paper-1	Strategic Management	25	75	100
Paper-2	HRM & Quality Management	25	75	100
Paper-3	Counselling skills for managers	25	75	100
Paper-4	Research Methods in Hospitals	25	75	100

Paper-5	Patient Care and Behaviour	25	75	100
Paper-6	Managing Hospitals - II	25	75	100
Paper-7	Legal and Ethical issues	25	75	100
Paper-8	Hospital Cost and Financial Accounting	25	75	100
Paper-9	Project Work		100	100
	Viva-Voce examination		100	100

* **Internal Assessment by way of Assignments** : Refer to Annexure -IV

e. **Examination Rules**: Refer Annexure - III

f. **Study Centres** : Refer Annexure - I

g. **Fee Particulars** : Refer Annexure - II

h. **Examinations: Pattern of Examination**: The pattern of examination of MBA Programme shall be based on four components as follows:

- a. Continuous Evaluation through Assignments for the purpose of Internal Assessment.
- b. Year end Examination
- c. Project Report
- d. Comprehensive Viva-Voce Examination

(A) **Assignments** : Rules and Procedures for answering the assignment topics are same for MCA & MBA (2 years) courses. Every student will be given assignments which carry a weightage of 25% marks. There will be two assignments per course. **The average of two will be counted** for the purpose of final result. The student must be in touch with the study centre for receiving the topics for assignments or they can download the topics from www.anucde.ac.in or www.anucde.com and **they should follow the dates given in Academic Calendar for submission of assignments**. Separate intimation will not be sent. Those who couldnot submit the assignments within the stipulated time due to unavoidable reasons are also permitted on payment of Rs.500/- as Tatkal Fee, in addition to late fee.

1. The main purpose of assignment is to test the student's comprehension of the course material sent to him and also in helping him in getting through the courses. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to **the Principal of concerned study centres before the due date**. It is desirable that the student should retain a copy of all assignment responses which he / she submits.

2. **Answering Assignments**: While Answering Assignments

- i) A student should read the assignment carefully and follow the specific instructions, if any.
- ii) He / She has to study thoroughly the units on which assignments are based.
- iii) He / She should note down relevant points of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion is to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.

The answer should cover all the main points of the question. while solving numerical questions, proper format should be used. The working notes is to be given wherever necessary.

- iv) Assignments are to be submitted in A4 size papers providing for clear cut margins and

sufficient space in between each answer and should be in the form of separate books for each paper.

- v) The responses should be in **candidate's own handwriting**. **Print or typed answers will not be accepted**. Answers copied either from the course material sent by the university or from the response sheets of other students will get zero marks.
 - vi) Each assignment is to be answered separately. The question number is to be given with each answer.
3. **Submission of Assignments** : While submitting Assignments, Assignment - 1 and Assignment - 2 for each paper should be bounded as one book and you must write the following information on the top of the first page of the response sheet for Assignment -1 and Assignment - 2.

Assignment Submission Form

Enrolment No :

Batch. : Academic Year / Calendar Year

Course Code :

Course Title :

Year of the study : I / II / III

Subject Code :

Subject Title :

Assignment No. :

Date of Submission :

Name of the Student :

Address :

.....

.....

.....

.....

Phone No. :

E_mail :

Signature :

4. If pass marks are not obtained in any assignment, it should be resubmitted. Once the pass marks are obtained, the assignment cannot be resubmitted for improvement of marks / class.
- (B) Year-end Examination:** The candidate shall be required to take an examination at the end of the each academic year as detailed in the scheme of examination. If any student misses any year end examination, he/she may appear for any paper / papers in the subsequent year end examination. Each paper of the examination shall, unless otherwise prescribed, be of three hours duration and carry 75 marks.

The following component will comprise the year-end examinations:

- i) Analytical and conceptual comprehension through short answer and essay type questions.
- ii) Cases or Problem-solving exercises

(C) Project Report : During Final Year, all candidates shall undergo practical training in any organisation for a minimum period of **eight weeks** and submit a report thereon along with a practical training certificate obtained from the organisation.

Students of **MBA (Hospital Administration)** must undergo practical training in reputed Government General Hospitals / Corporate Hospitals with all specialities and facilities. In case of in-service candidates, the project report should relate to the candidates' organisation. Any deviation from the above should be approved by the CDE, Acharya Nagarjuna University, Nagarjuna Nagar.

The project report carries a maximum of 100 marks. The Project Report shall be guided and certified by a recognised guide approved by CDE. The completed project report should be submitted to the CDE, at least 15 days before the scheduled time for Comprehensive Viva-voce examination or before the due date as communicated by the Office.

Project Work

Students of MBA Programme will have to take up project work in the Final year.

1. The purpose of the project work is primarily to demonstrate the application of knowledge and skills acquired during the Programme, by studying and analysing the selected programme in the work situation in a systematic manner while suggesting solutions to the management.
2. The topic for project may be taken from any one of the following sources:
 - i) Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.
 - ii) Inter organisational comparison of performances in different functional areas including management practices.
 - iii) Field study / Empirical study.

Project Proposal

1. The proposal of project (synopsis) should be prepared in consultation with the guide and sent to the Coordinator (Exams). The proposal should clearly state the significance, objectives, methodology, statistical techniques to be used, limitations if any and future directions for further research, etc.
2. Eligible project guide may be taken from any one of the following:
 - i) Faculty of department of commerce and business administration of Acharya Nagarjuna University campus.
 - ii) Academic counsellors of MBA Programme of CDE Acharya Nagarjuna University and Ph.D holders working in PG departments of commerce and management of affiliated colleges.
 - iii) Teaching faculties of departments of commerce and management studies of any other university recognised by Acharya Nagarjuna University.
 - iv) Senior executives holding master's degree in management or allied disciplines with a minimum of 10 years of experience.

Students are advised to send their projects synopsis and bio data of guide (in case of ii, iii, & iv above), which must be duly signed by the guide, to the Coordinator (Exams). If the proposed guide is not acceptable, the student shall be advised accordingly and in all such cases, the student should change the guide before the proposal is considered for approval. Similarly, if a

student wants to change his / her guide after some time, he / she would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma.

3. The project proposal shall be sent in the proforma (format is given at the end of this note) along with one copy of synopsis and bio-data of the guide to the Coordinator (Exams) for approval. Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis.
4. **The Certificate issued by the Organization/Hospital where the candidate worked for his project work must also be included in the report.**
5. The candidate has to prepare THREE Copies of the project report and must submit one copy to the Coordinator (Examinations) CDE and another copy to the study centre for evaluation at the time of Viva Voce Examination. The Third copy is to be retained by the candidate.

ACHARYA NAGARJUNA UNIVERSITY CENTRE FOR DISTANCE EDUCATION

MASTER OF BUSINESS ADMINISTRATION (Through Distance Mode)

PROFORMA FOR PROJECT PROPOSAL

Regn.No. Study Centre:.....

Name and Address of Student

Title of the Project.....

Subject Area: Accounting and Finance / Marketing / Operations Management / H.R.M. and O.B. / Information System / Any other (Specify)

Name, Designation and Official Address of the Project Guide

Is the guide an Academic Counsellor of MBA (DM) Programme? YES / NO

If yes, Name of Study Centre and the Course of counseling and since when

No.of Students working under the Guide for Project.....

Signature of the student

Signature of the Guide

Date:

Date:

Note: Enclose the synopsis of the project and bio-data of the guide.

(For Office use only)

Synopsis	Supervisor
Approved	Approved
Not Approved	Not Approved
Comments / Suggestions for reformulation of the project.	
Date:	Signature of the Evaluator
4. Communication of approval / non-approval of the project proposal will be sent to the candidate	

within one month of the receipt of the proposal.

5. Communication of non-approval of the proposal will be accompanied by comments / suggestions for reformulating the project. The revised project proposal should be submitted in the new proforma. A copy of rejected synopsis and project proposal proforma wherein the comments or suggestions of the evaluator are given should also be submitted.

Note:- Students are advised to select their guides who are either teachers or active professionals in the relevant area of the selected topic.

Preparation of Project Report:

- (i) The report should consist of (a) significance of the study, (b) objectives, (c) sampling and methodology, (d) statistical techniques used, (e) limitations, if any, and (f) guidelines for future research.
- (ii) The length of the report shall be in between 60 and 80 double spaced typed A4 size pages (excluding appendix and exhibits). The report is to be submitted in a bound volume.
- (iii) The project report should also contain:
 - (a) Project approval by the University
 - (b) The **Certificate issued by the Organization / Hospital** where the candidate worked for his project work must also be included in the report.
 - (c) Certificate from the supervisor as to the originality of work.
 - (d) A statement from the candidate mentioning that the work is a original one and has not been submitted earlier, either to this university or to any other institution for fulfillment of the requirement of a course of study.

The candidate has to prepare Three copies of the report. One typed copy of the project report is to be submitted to the Coordinator (Exams) at least 15 days before the scheduled time for comprehensive Viva-Voce examination or before the due date as communicated by the office and another copy is to be submitted to the study centre for evaluation at the time of Viva-Voce Examination. One copy of the report is to be retained with the student. The copy sent to the CDE will not be returned. The candidate must bring his/her copy while attending for Viva-Voce examination.

- D) Comprehensive Viva-Voce Examination:** Candidate should contact his study centre regarding the Viva-Voce examination, which will be held after the completion of theory examination. Candidates who have successfully passed all the papers of both first year and second year, and appeared for the third year end examination of all papers and underwent practical training shall be eligible to appear for comprehensive Viva-Voce examination which carries a maximum of 100 marks.

SECTION - C : MCA (3 Years Duration)

3.4 M.C.A Programme (Course Code :24) :

Note :

1. If adequate number of students are not enrolled in any particular study centre, they will be allotted to other study centres where the course is offered and students must opt three Centres according to their order of choice. Students must be in touch with Study Centre to know their admission status and commencement of classes, commencement of Theory and Practical examinations.
2. Students are advised to consult the study centre before applying for any course regarding the availability of that course in that study centre.
3. Arrangement of classes is subject to the enrollment of minimum number of students for a particular course and in a particular centre.

Admissions are governed by the rules and regulations that are issued by Andhra Pradesh State Council for Higher Education (APSCHE) from time to time.

a. Eligibility for Admission into MCA Course:

Pass in any Bachelors Degree with 50% Marks (45% for reserved Categories) and should have studied Mathematics at Intermediate or Degree level and qualified in Entrance Test to be conducted by CDE, ANU.

Exemption from Entrance Test :

- 1) Candidates with a rank in ICET during the last three years period are exempted from Entrance Test.
- 2) Candidates who have already qualified in Entrance Tests conducted by CDE, ANU since November 2006 onwards are exempted from Entrance Test.
 - a) A pass at 10th need not be insisted.
 - b)
 - i) Candidate who passed directly qualifying examination with Mathematics, as one of the subjects in the Degree course is eligible for admission.
 - ii) Others who passed the qualifying examination without Mathematics, as one of the subjects in the Degree Course, are eligible for admission if they pass 10 + 2 Examination with Mathematics.

Explanation:

1. 10th not required.
2. Inter or + 2 is also not required, if passed the Degree with Maths.
3. If Maths is not studied at Degree level, Maths at Inter level is required.
Ex: B.Com Students with Inter MEC Group are eligible.

b. Duration of the Course :

- i. **Minimum** : Three Academic Years from the year of joining the course

ii. Maximum Duration for the completion of the course: The Candidate shall have to complete the course within **SIX** academic years from the year of joining the course for securing **FIRST** Class or **SECOND** Class.

iii. Re-registration Facility: Candidates who could not complete the course within the period of **SIX** years from the year of joining the course are permitted to avail the facility of 'Re-registration' on payment of prescribed fee for two more years, beyond the maximum duration of **SIX** years prescribed above. Such facility is provided only either for completion of the course by appearing for back log papers or for the improvement of percentage only (like those who wish to improve their percentage from 50 to 55 or to 60 percent), but not for the award of higher class like third class to second class or second class to first class. Irrespective of percentage of marks secured during the re-registration period, such candidates will be awarded either second or third class for which he/she is eligible as per the percentage of marks secured within the maximum duration of the **SIX** years period permitted for the course.

c. **Medium of instruction and examination:** English only.

d. **Course Structure:**

Paper Code	SUBJECT TITLE	Internal* assessment	Year end Exams.	Max. Marks
First Year				
DMCA101	Information Technology	25	75	100
DMCA102	Programming with C++	25	75	100
DMCA103	Computer Organization	25	75	100
DMCA104	Data Structures	25	75	100
DMCA105	Operating Systems	25	75	100
DMCA106	Data Base Management Systems	25	75	100
DMCA107	Accounts & Finance	25	75	100
DMCA108	Discrete Mathematics	25	75	100
DMCA121	PC Software Lab	-	100	100
DMCA122	C++ & Data Structures Lab	-	100	100
DMCA123	DBMS Lab	-	100	100
Second Year				
DMCA201	Software Engineering	25	75	100
DMCA202	Programming with Java	25	75	100
DMCA203	Computer Net working	25	75	100
DMCA204	Computer Algorithms	25	75	100
DMCA205	Distributed Operating Systems	25	75	100
DMCA206	Computer Graphics	25	75	100
DMCA207	e-Commerce	25	75	100
DMCA208	Probability & Statistics	25	75	100
DMCA221	Unix Shell Lab	-	100	100
DMCA222	Java Lab	-	100	100
DMCA223	Algorithms Lab	-	100	100
Third Year				
DMCA301	Artificial Intelligence	25	75	100

DMCA302	Cryptography & Network Security	25	75	100
DMCA303	Embedded Systems	25	75	100
DMCA304	Data Mining Techniques	25	75	100
DMCA305	Systems Auditing	25	75	100
DMCA321	VC++/VB Lab	-	100	100
DMCA322	Web Programming Lab	-	100	100
DMCA323	Seminar/Soft skills	-	100	100
Project	Project Work	-	300	300

* **Internal Assessment by way of Assignments** : Refer to Annexure -IV

- e. **Examination Rules:** Refer Annexure - III
 - f. **Study Centres** : Refer Annexure - I
 - g. **Fee Particulars** : Refer Annexure - II
 - h. **Examinations** :The same rules of MBA pertaining to assignments, project work are applicable to MCA also.
- (A) Assignments** : Rules and Procedures for answering the assignment topics are the same for MCA & MBA (2 years) Courses. Every student will be given assignments which carry a weightage of 25% marks. There will be two assignments per course. **The average of two will be counted** for the purpose of final result. The student must be in touch with the study centre for receiving the topics for assignments or they can download the topics from www.anucde.com and **they should follow the dates given in Academic Calendar for submission of assignments.** Separate intimation will not be sent. Those who couldnot submit the assignments within the stipulated time due to unavoidable reasons are permitted on payment of **Rs.500/-** as Tatkal Fee, in addition to late fee.
1. The main purpose of assignment is to test the student's comprehension of the course material sent to him and also in helping him in getting through the courses. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to **the Principal of Concern Study Centre (Exams) before the due date.** It is desirable that the student should retain a copy of all assignment responses which he / she submits.
 2. **Answering Assignments:** While Answering Assignments:
 - i) A student should read the assignment carefully and follow the specific instructions, if any.
 - ii) He / She has to study thoroughly the units on which assignments are based.
 - iii) He / She should note down relevant points of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion is to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.

The answer should cover all the main points of the question. while solving numerical questions, proper format should be used. The working notes is to be given wherever necessary.
 - iv) Assignments are to be submitted in A4 size papers providing for clear cut margins and sufficient space in between each answer and should be in the form of separate books for each paper.

- v) The responses should be in **candidate's own handwriting**. **Print or typed answers will not be accepted**. Answers copied either from the course material sent by the university or from the response sheets of other students will get zero marks.
- vi) Each assignment is to be answered separately. The question number is to be given with each answer.
3. **Submission of Assignments** : While submitting Assignments, Assignment - 1 and Assignment - 2 for each paper should be bounded as one book and candidate must write the following information on the top cover and also on the first page of the response sheet for Assignment -1 and Assignment - 2.

Assignment Submission Form

Enrolment No :

Batch. : Academic Year / Calendar Year

Course Code :

Course Title :

Year of the study : I / II / III

Subject Code :

Subject Title :

Assignment No. :

Date of Submission :

Name of the Student :

Address :

.....

.....

.....

.....

Phone No. :

E_mail :

Signature :

4. If pass marks are not obtained in any assignment, it should be resubmitted. Once the pass marks are obtained, the assignment cannot be resubmitted for improvement of marks / class.
- (B) Seminar, Soft skills : DMCA 323 : SEMINAR/SOFT SKILLS/SOFTWARE TESTING.**
- Each student is to submit assignments on the following :
1. Four seminars covering the latest technologies on IT & related fields.
 2. Four areas of soft skills (on Communication Methodologies, HR, Group Discussions etc.)

3. Assignment on any one testing tool be submitted.

Internal assessment is the average of the three categories, each category carrying 25 marks. Final examination is conducted in the the form of Viva-Voce Examination. Marks are allotted on the basis of the above assignment submissions and Viva.

In this connection, it is informed to all the Principals of the Study Centres offering MCA course to utilize the services of regular MCA faculty members to give guidance to the students on seminars/ soft skills and to conduct internal assessment for 75 marks for the first 3 items.

Final Year students are also informed to select any four topics from the list of topics shown below and they have to give seminar presentations under the supervision of regular MCA faculty members, which carry 25 marks (Average of four seminars)

List of Seminar Topics

- | | |
|----------------------------|---|
| 1. Net Technologices | 2. Java Technologies |
| 3. VC++ | 4. Data Warehousing |
| 5. Data Mining | 6. e-Commerce |
| 7. CRM | 8. ERP |
| 9. Supply Chain Management | 10. SAP |
| 11. SAS | 12. Multimedia |
| 13. Accounting Packages | 14. Any other topic suggested by the concerned MCA faculty. |

Similarly students are also permitted to select any one testing tool from the list shown below and they have to submit assignment on any one testing tool for a maximum of 25 Marks.

List of Testing Tools

- | | |
|--|----------------|
| 1. Win runner | 2. Load runner |
| 3. Test Director | 4. SQA |
| 5. Silk | 6. QTP |
| 7. Any other testing tool suggested by the concerned MCA faculty member of the Study Centre. | |

(C) Project work : The approved rules and regulations for project work are shown below :

“Each student is to take up a project from the beginning of the third year and progressively reports (bi-monthly) are to be submitted for internal evaluation. At the end of the tenth month, the project in the form of Dissertation (Record) to be submitted in THREE copies. Evaluation is made on the basis of Thesis presentation, Viva Voce Examination and software demonstration.”

The candidate has to prepare THREE Copies of the project report and must submit one copy to the Coordinator (Examinations) CDE and another copy to the study centre for evaluation at the time of Viva Voce Examination. The Third copy is to be retained by the candidate.

The Principals of the Study centres offering MCA course are authorized to utilize the services of the regular MCA faculty members for giving guidance to the students for the selection of the topic, for undertaking the project work and also to supervise the preparation of the project report/dissertation.

4. ADMISSION PROCEDURE, FEE PARTICULARS AND MODE OF PAYMENT:

4.1 Admission Procedure: Eligible candidates will be given provisional admission based on the **attested** Xerox copies of the certificates enclosed with the application. Admission of candidates who were awarded bachelors degrees from University other than A.P. Universities are subject to the verification of Genuinity by the concerned University and such candidates have to pay verification fee, if required by the concerned Universities. All candidates must produce their original certificates for verification within **TWO months** from the date of provisional admission either personally at the CDE Office, ANU or through their Study Centres. Provisional Certificates will not be issued for those who could not produce their original certificates for verification.

CDE will give Provisional admission based on Provisional certificate but for receiving original PG Degree, after the completion of PG course candidate must produce the relevant bachelors degree for verification.

4.2 FEE PARTICULARS : Separate sheet is enclosed. Refer Annexure - II

4.3 MODE OF PAYMENT

1) **Online payments through any branch of SBI or Andhra Bank** : Students can directly pay all types of fee to CDE to its account in State Bank of India namely **“CDE Fee Collection SBI Account No.30036214420 or to Andhra Bank Account No.150810011050058”** through any branch of SBI or Andhra Bank, **without any additional charge or commission**. The model form for making payments through SBI or Andhra Bank is given at the end of this book. Students can take Xerox Copies and use it. After receiving the fee, the Bank will generate a unique number called ‘J Number’. This number should be mentioned in the application form in place of D.D.No. The counter foil issued by the bank should be attached to the application form. Candidates are advised to keep a Xerox copy of the counter foil issued by the bank for future purpose.

2) All remittances to the CDE can also be made through a Crossed Demand Draft drawn in favour of **“The Director, Centre for Distance Education, Acharya Nagarjuna University, Nagarjuna Nagar”** payable at State Bank of India or Andhra Bank at Nagarjuna Nagar or Guntur.

Postal orders / M Os / Challans / or any other mode of payment will not be accepted. The Centre will not be held responsible for such payments.

3) On the back of the Demand Draft, the following particulars shall be written by the candidate:

- a) Name
- b) Father’s Name
- c) Name of the Course/Subject.
- d) Enrollment Number (If new admission is sought, please mention “Application Number”)
- e) Purpose of payment (Admission fee/Exam fee etc.)

Most of the students are not writing the above particulars on the backside and the students are advised to mention the above to avoid misuse of D.Ds.

4) Fee once paid by the candidate will neither be refunded nor adjusted to other students or other courses or other batches.

5) There are no fee concessions to any category of students.

5. METHOD OF INSTRUCTION :

5.1 STUDY MATERIAL: Study material will be supplied by the following Three ways:

1. Material will be issued on the spot at CDE office for those who submit applications in person at the CDE office.
2. Material will be sent by post for those who send applications by post. CDE is not responsible for delay or non-delivery of material sent to the address given by the candidate. Hence, candidates are advised to give clear address with Door No and area Pin Code.
3. Material will be issued through Study Centres for those who submit applications through the Study Centres. It is the responsibility of the student to collect the material from the study centre.

The course material is designed in such a manner that it will provide the students a general understanding of the subject matter and also gives guidance for further reading of the subject. The material covers about 80 to 100 percent of the syllabus. Hence, the students are also advised to refer the suggested readings for elaborate understanding of the subject. The course material includes the model question paper and some suggested readings for the benefit of the student. This material is normally supplied to the students in two or three installments.

5.2 WEEKEND / CONTACT PROGRAMME : Weekend classes will be arranged on Saturdays, Sundays and other Public Holidays depending on the enrollment and as per the schedule given in the academic calendar appended at the end of this book. Students should be in touch with the study centre for knowing the Time table and other details. Separate intimation will not be sent regarding the commencement of contact classes.

NOTE :

1. If adequate number of students are not enrolled, the University reserves the right to withdraw this course.
2. If adequate number of students are not enrolled in any particular study centre, they will be allotted to other study centres where the course is offered.
3. Students are advised to consult the study centre before applying for any course regarding the availability of that course in that study centre.
4. Arrangement of classes is subject to the enrollment of minimum number of students for a particular course and in a particular centre.

The Weekend / Personal Contact Programme (PCP) has been so designed to help the learners to attain some sort of orientation and guidance regarding the method of learning and provides condensed class room counseling to cover the important and difficult topics of the course. The students shall bear in mind that **PCP is not meant for covering the entire syllabi** of the course and only the major topics shall be covered. These programmes are also intended to provide adequate provision for discussing the students difficulties relating to their subjects with the respective counselors.

The services of the experienced faculty members of the university and the affiliated colleges are utilized to impart the theoretical foundations and practical knowledge related to the respective courses. Since it is a self learning process the learners are advised to come prepared to these classes with some basic understanding of the concerned topic so that the guidance given by

the Counselor would enrich their subject knowledge and also enable them to go for further intensive reading.

The Centre will make no hostel/boarding arrangements and the students have to make their own arrangement for attending these classes.

6. EXAMINATIONS:

(a) Students appearing I, II & III year regular examinations need not fill the examination application form, since the examination fee is collected at the time of admission/beginning of II / III year along with tuition fee. Hall tickets will be sent to study centres or you can download from www.anucde.info. Only those who wish to write supplementary or betterment examinations must pay the specified fee and must submit the filled in examination application form. After completion of the minimum course duration CDE will not communicate with you.

(b) Examination application forms must be collected from either study centres or can be downloaded from the CDE website : www.anucde.ac.in or www.anucde.com.

(c) **'Tatkal scheme' for the**

i) Issue of Hall Tickets for MBA / MCA Entrance Test :

CDE has introduced 'Tatkal scheme' for the issue of hall tickets for UG / MBA / MCA Entrance test w.e.f 2008-09 batch onwards.

Under this scheme, the principal of the study centre is authorized to issue entrance hall ticket. He should collect the fee prescribed under tatkal scheme by way of D.D. and the prescribed application form of the candidate and should send the same to the Co-ordinator (Exams) of CDE along with entrance answer booklet. Without the application form and the D.D. for tatkal scheme, the entrance answer booklets will not be valued.

The fee for Tatkal scheme: **MBA / MCA Entrance:** - Rs.1000/- by way of D.D. as fee for tatkal scheme and Rs.550/- for entrance application fee (in case of downloaded application form)

ii) Issue of Hall-tickets for the May / December year-end theory examinations :

1. Under this scheme, hall tickets will be issued by the CDE office for those who have not applied as per the schedule and wish to write the examination on payment of tatkal fee, in addition to the examination fee prescribed for each course.
2. CDE office will issue hall ticket, after verifying the availability of question paper in that examination centre
3. Period for issue of hall ticket under 'Tatkal scheme'
 - 1) May Examinations : One week after the closure of the last date for submission of Examination application forms at CDE, ANU only.
 - 2) December Examinations : One week after the closure of the last date for submission of Examination application forms at CDE, ANU only.
4. Fee for tatkal scheme: Rs.500/- as tatkal fee + Examination fee as per course.

6.1 Examination Centres:

- i. University reserves the right to conduct examinations at selected places, based on the review of the past experience and can add new centres or delete some of the existing

- centres. Allotment of examination centres is the prerogative of the University and the decision of the University is final in allotting examination centre to the students.
- ii. University will not conduct examinations in the Study Centre under normal circumstances and **depending on the number of students enrolled**, the University will try to make arrangements for the conduct of examinations in the same town but in some other college. In places like Guntur, Vijayawada and Hyderabad examination centres will be allotted in the nearby areas also because of the large number of student enrolment.
 - iii. If the Examination Centre is located in the same town where the course is offered in the Study Centre in the same place, then Students must write the Examinations in the same town. **They will not be permitted to write Examination at other places.** If the examination centre is not available in the place where the study centre is located, University has right to allot another Examination Centre nearer to the candidate's address without giving any information.
 - iv. Change of examination centre will not be permitted under normal circumstances. Only in exceptional cases the University may consider the written representations accompanied by a fee of Rs.1000/- subject to the following conditions:
 1. The concerned Question Paper must be available in that Examination Centre. That means, the course must be offered in the study centre located in that area.
 2. Such requisitions must be received in CDE office well in advance and atleast 30 days before the Commencement of examinations with required evidence.

6.2 RULES OF EXAMINATIONS :

1. Students who joined in the Academic year batches are expected to appear for the year end examinations (Regular examination) commencing from 20th May and students of Calendar year batches must write their regular examinations commencing from 20th December every year. However, students of Calendar year batches are given an opportunity to write supplementary/betterment during May examinations and Academic batch students are permitted for supplementary/betterment during December examinations, subject to the following conditions:
 - a) The Scheduled examinations will commence as per the predetermined dates, without waiting for the publication of the results of preceeding examination, receipt of marks certificates by the students and publication of revaluation results.
 - b) Revaluation is only a facility given to the students and there is no link between publication of revaluation results and commencement of immediately succeeding examinations.
 - c) Since the University has to conduct examinations twice a year, it is not possible to announce the results of revaluation and to give another chance to the students to appear for immediately succeeding examinations. However, efforts will be made to hasten the process of revaluation and publication of results, subject to the factors beyond the control of the CDE.
 - d) Students who wish to appear for supplementary examinations may download their marks from www.anucde.com or www.anucde.ac.in. and should not wait for the receiving of the marks certificate from the CDE/Post Office.
2. There will be a university examination at the end of each Calendar/Academic Year. Examination fee for writing regular exmainations must be paid along with admission / II / III year tuition fee and Hallticket will be sent to study centres or you can download from www.anucde.info.

3. Candidates appearing for Supplementary / Betterment examinations only, must pay the prescribed fee and have to fill their examination form in their own handwriting.
4. Examination application forms will not be sent to those who wish to write backlog papers / betterment examinations. They have to obtain the application form from the CDE Office / from the study centres / can be downloaded from the CDE Website: www.anucde.com
4. Students appearing for Supplementary / Betterment examinations must fill the examination application form as per the instructions and send the same either in person or by post to the office of the Centre for Distance Education before the specified date. Students appearing for the 1st year end / 2nd year end examination (Regular) need not have to submit the application form and they need not pay the examination fee since the examination fee is to be paid at the time of admission. In case of Supplementary / Betterment Examinations they have to send the application form along with the DD for prescribed fee. **The CDE will not hold any responsibility for the postal delay in reaching the applications.**
5. Examination Hall Tickets will be sent to study centres. The name of the examination centre will be printed on the Hall Ticket. A press note also will be issued for the information of students.
6. Those who do not receive the hall ticket by post may download the Hall Ticket from CDE Website: www.anucde.ac.in or www.anucde.com and shall have to approach the concerned chief superintendent of the examination centre with two passport size photographs for obtaining duplicate Hall Ticket.

6.3. PROCEDURE TO BE FOLLOWED FOR OBTAINING THE CERTIFICATES:

Candidates who have completed the course will be issued the following certificates, on Payment of the specified fee along with Final year tuition fee and examination fee and they need not apply to the University separately.

Final Year PG students are required to pay the following fee along with Tuition Fee, Examination Fee, at the time of Final year for receiving the following certificates directly, without any further application.

1. Transfer Certificate Rs. 50/-
2. Migration Certificate Rs. 50/-
3. Consolidated Marks list Rs.300/- for MBA and, Rs.400 for MCA.
4. Original Degree Rs.300/-

CDE will send the Final Year marks list, Provisional Certificate, Transfer Certificate, Migration Certificate and Consolidated marks list those who have completed the course. Original Degree will be sent to the candidate, subject to the verification of lower degree.

Procedure for obtain original Degree after completion of the course : Candidate must produce lower degree for verification along with a prescribed form and Xerox copy of lower degree either at the time of admission or before completion of the course and students must remember that without the relevant lower degree, PG Degree will not be issued under any circumstance. Along with the Final Year tuition fee and examination fee, students must pay Rs.300 for obtaining PG Original degree and the Original Degree will be sent directly to the address of the candidate.

7. ENROLLMENT NUMBER AND IDENTITY CARD:

- 7.1 Every candidate who is admitted into the Centre for Distance Education will be allotted an Enrollment Number, which will hold good during the entire period of the course. In all communications, the student must invariably mention this enrollment number in full. Correspondence without enrolment number is not possible. The enrollment number will be used in the examinations as Hall Ticket Number.
- 7.2 Every candidate admitted at the Centre will also be supplied with an Identity Card by the Centre with the enrollment number **within one month** after the commencement of weekend classes **and students must collect the ID Cards from the Study Centres only. Without ID card, students will not be permitted to write the Examinations.** This card must be produced whenever required by the authorities for receiving the hall ticket, for entry into University Examination Hall. If the Original Card is lost, a duplicate card will be issued on remittance of Rs.50/- through a Demand Draft in favour of the Director, Centre for Distance Education, Nagarjuna University, on SBI payable at Nagarjuna Nagar. At the time of taking degree Certificate ID Card has to be submitted to the CDE. Most of the students are not collecting their ID Cards from their study centres. At the time of examination, without ID Card, Students will not be allowed to write the examinations. Hence, students are advised to collect their ID cards from the study centres or contact CDE Office for duplicate ID Card, at least 30 days before the year end examinations.

8. INSTRUCTIONS FOR FILLING THE APPLICATION FORM:

The students are required to go through the prospectus carefully before filling the application form in his / her own writing.

- 8.1 The Application form should be handled carefully. It should be not be mutilated or folded. Mutilated or folded forms will not be accepted.
- 8.2 It should be filled properly within the box and legibly by the candidate in his / her own handwriting with ball pen BLUE or BLACK in CAPITAL LETTERS only.
- 8.3 Please do not overwrite on the application form.
- 8.4 Only good quality recent passport size photograph should be pasted on the Entrance Application. Please do not staple or pin the photograph. Please do not sign on the photograph pasted. Attestation should not be done on the photograph.
- 8.5 The name, date of birth and name of the father/mother/ husband / guardian should correspond with **those recorded in his / her SSC / Matriculation certificate or that of equivalent examination.**
- 8.6 Incomplete and improperly filled-in applications not accompanied by the required documents or applications of ineligible candidates will be rejected without entertaining any correspondence.
- 8.7 The applications duly filled- in together with the prescribed enclosures should reach the office of the Director, Centre for Distance Education, Acharya Nagarjuna University, Nagarjuna Nagar – 522 510 AP by registered post or by submission in person at the receiving counter of the CDE, or at the selected study centres on or before the date specified.
- 8.8 The CDE will issue provisional admission based on the attested Xerox copies enclosed. Candidates must produce their original certificates for verification within TWO MONTHS from the date of provisional admission. Candidates will not be allowed for year end examinations without verification of original certificates.
- 8.9 **Selection / Allotment of study Centres:** Before selecting a Study Centre students are advised

to contact the Study Centre about the availability of a particular course in that centre. Weekend classes on Sundays and other Public Holidays will be held at Study Centres, subject to the enrollment of minimum number of students in a particular Centre. Therefore, students have to carefully select and mention the names of three study centres in the order of priority from the list of centres given. If adequate number of students are not enrolled in a particular centre, the CDE will allot the nearest Study Centre to the students. CDE will not entertain any change in the Study Centre subsequently under normal circumstances. If change of Study Centre is required due to unavoidable reasons then the student must apply in writing to the CDE with fee of Rs.500/- within 15 days after the completion of the last date for admission with fine. After commencement of classes and finalisation of admission register, any request for change of course or centre or optional or II language will not be considered. In case of change of study centre the following conditions must be fulfilled:

- a) Change of Study Centre from one college to another, within the same area will not be entertained.
- b) The particular course must be available in the new study centre.
- c) The representation must be forwarded by the Principal of the original study centre.
- d) Request for change of study centre will not be entertained after the commencement of week-end classes.

8.10 Fee once paid for admission into a particular course cannot be refunded nor adjusted to other Course or for other students or for other batches. Students are advised to contact the study centre about the availability of a particular course in that centre. However, in exceptional cases students may apply for change of course or optional group or Second Language subject on payment of Rs.500/- for each such change, within 15 days after completion of last date for admissions with late fee.

8.11 The Application must be accompanied by a DD for the specified amount drawn in favour of "The Director, Centre for Distance Education, Acharya Nagarjuna University", payable at SBI or Andhra Bank, Nagarjuna Nagar – 522 510 or any Nationalized or Schedule Bank payable at Guntur.

Attested xerox copies of the following certificates must be attached to the application form in the following order. Any lapse in this regard may result in delay in finalization of the admission or rejection of the application:

- a) Application Form.
- b) Attested xerox copy of Date of birth evidence or SSC certificate.
- c) Attested xerox copy of OD / PC of the qualifying examination (for PG Courses)
- d) Memorandum of Marks certificates of the qualifying examination (Attested xerox copies only).
- e) Candidates belonging to reserved categories must produce attested Xerox copies of cast certificate / PH / NCC / Sports.
- f) Identification Card.
- g) Four self addressed stamped envelopes (stamps worth Rs.10/- affixed on each cover).

9. IMPORTANT INSTRUCTIONS :

1. Candidates are advised to preserve this handbook, identity card and fee receipts at least till they

complete the course and to keep themselves abreast with the rules and regulations so as to clear any doubt they get at any time.

2. Centre for Distance Education has to send marks memo's, intimations and other important communications throughout the period of the study of a candidate. Hence, students must write **their own address for correspondence in the application form** and under any circumstance, they should not write the address of the study centre in the application form.
3. The Signature of the student etc., as per the application form, will be scanned and used for all examination purposes, ID card etc., and hence **students must sign the application form personally** and Centre for Distance Education will not entertain any deviations in the signature, found at later stage. The signature on the ID Card will be considered as signature of the candidate during the Examinations.
4. Attendance of students for Theory and Practical classes is compulsory for Science, Technical and Professional Courses.
5. **Change of course or optional group subject or II Language or Study Centre :** In exceptional and unavoidable cases, candidates may apply for change of course or optional group or II language or Study centre on payment of Rs.500 for each such change, within 15 days after the completion of last date for admission with fine. After commencement of classes and finalisation of admission register, any request for change of course or centre or optional or II language will not be considered. In case of change of study centre the following conditions must be fulfilled:
 - a) Change of Study Centre from one college to another, within the same area will not be entertained.
 - b) The particular course must be available in the new study centre.
 - c) The representation must be forwarded by the Principal of the original study centre.
 - d) Request for change of study centre will not be entertained after the commencement of week-end classes.
6. **Change of Examination Centre:**

Change of examination centre will not be permitted under normal circumstances. Only in exceptional cases the University may consider the written representations accompanied by a fee of Rs.1000/- subject to the following conditions:

 1. The concerned Question Paper must be available in that Examination Centre. That means, the course must be offered in the study centre located in that area.
 2. Such requisitions must be received in CDE office well in advance and atleast 30 days before the Commencement of examinations.
7. **Change of Address:** It is the responsibility of the applicant to inform the change of address in writing for correspondence and for sending certificates with a D.D. for Rs.50/- drawn in favour of "Director, Centre for Distance Education, Acharya Nagarjuna University"
8. **Request for Duplicate ID Card:** Duplicate ID card will be issued on payment of Rs.50/- with a written representation.
9. Hall Tickets, Time tables, Results, Marks, Model Papers syllabi can be downloaded from the CDE Websites: www.anucde.ac.in. or www.anucde.com.
10. CDE will send all communications to the address mentioned by the student in his admission application form and CDE does not hold any responsibility for non-delivery of letters / communi-

cations / parcels sent to the address given by the students. It is the responsibility of the student to apply for change of address by paying the prescribed fee of Rs.50/- whenever there is a change in the address for correspondence. Minimum 10 days are required for effecting the change of address.

11. All the students should keep in touch with the CDE and acquaint themselves with the academic schedules, examinations, results, etc. They should inform the CDE promptly about their change of address to receive communications.
12. Candidates will be given provisional admission into the CDE courses on the assumption that the information given by them in the admission Application Form is correct and the student has to fulfill all the requirements as mentioned in the Application Form.
13. **Candidates are advised to be very clear in the choice of their course at the time of admission. Choice of course of study once made, will be final and change of course will be entertained on payment of Rs.500/- with written requisition.**
14. **Fee once paid for a particular course will not be refunded, not adjusted to other course or to other students.**
15. The students of the CDE are **not** eligible for bus pass facility as in the case of regular students.
16. Candidates who have studied a part of their studies through the Centre will **NOT** be permitted to seek admission on transfer to the regular college under the jurisdiction of the Acharya Nagarjuna University.
17. Students are advised to receive a printed receipt for all payments made by them.
18. While obtaining the bank drafts, it must be checked whether the bank authorities have signed the draft, whether the branch name, date, and address is indicated clearly on the draft. The bank drafts taken should be valid for six months.
19. On the back side of the bank draft the following particulars should be written for its safe accounting:
 - i) Name of the student:
 - ii) Enrollment number:(if new admission is sought, please mention "Application No.")
 - iii) Name of the course/subject:
 - iv) Purpose of payment: (tuition fee / examination fee, etc.)
20. It is necessary that every student of the centre for distance education (C.D.E.), should quote the enrollment number or fee receipt number or application number and name of the course and subject in all the correspondence without which no action can be taken, and a self addressed stamped envelope should be enclosed for prompt reply.
21. All fee dues, if any, should be paid before the schedule of examinations.
22. Office timings: 10-30 AM to 5-00 PM on all working days. The first Saturday is a holiday for the office. The CDE also observes the University holidays.
23. 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.
24. Every candidate once admitted shall have to pay the fee for the whole year. If the candidate desires to discontinue the course and obtain the transfer certificate in the middle of the Academic Year or in subsequent years, he/she has to pay the fee for the whole year.

25. Annual examinations normally will be held during May for the Academic Year Batch and during December for Calendar Year Batch. The candidates are advised to schedule their studies accordingly.
26. The rules and regulations of Acharya Nagarjuna University will be applicable for any other matter that is not covered in the prospectus. Further, the rules and regulations stated above are subject to change whenever there is a change in the University regulations.
27. The candidates should write to The Director, CDE, Acharya Nagarjuna University, individually for Prospectus cum Application Forms for admission.
28. For all legal matters, the jurisdiction is restricted to **Guntur Town only**.
29. All enquiries and correspondence relating to the distance education courses must be addressed to:

**The Director,
Centre for Distance Education,
Acharya Nagarjuna University,
Nagarjunanagar - 522 510, A.P.
GUNTUR District.**

ANNEXURE - I

CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY

STUDY CENTRES - COURSES OFFERED

Selection / Allotment of study Centres: Before selecting a Study Centre students are advised to contact the Study Centre about the availability of a particular course in that centre. Weekend classes on Sundays and other Public Holidays will be held at Study Centres, subject to the enrollment of minimum number of students in a particular Centre. Therefore, students have to carefully select and mention the names of three study centres in the order of priority from the list of centres given. If adequate number of students are not enrolled in a particular centre, the CDE will allot the nearest Study Centre to the students. CDE will not entertain any change in the Study Centre subsequently.

Code	Name of the College, Place and Phone numbers	Courses offered
001	HINDU COLLEGE GUNTUR, GUNTUR (Dt) Co-ordinator: Dr. P. Ramachandra Murthy, Ph:9849822967 Office Asst: Sri M. Veeraiah, Ph:0863-2220134, 9948696099	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE) MBA(3yrs)
002	MAHATMA GANDHI DEGREE COLLEGE NGO COLONY ROAD, NEAR RAILWAY GATE GUNTUR, GUNTUR (Dt) Co-ordinator:Smt. D. Swapna, Ph:9441213655 Office Asst: P. Kanaka Durga, Ph:0863-2230927, 9985506206	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE, HOSPITAL ADMINISTRATION), MCA MBA(3yrs)
004	A.S.N. DEGREE COLLEGE PRAKASAM ROAD TENALI, GUNTUR (Dt) Co-ordinator: M. Durga Prasad, Ph:9440164336 Office Asst: Sri S. Chandra Sekhar, Ph:9490485166	MBA(3yrs)
013	RUTHVIKS DEGREE COLLEGE SYNDICATE BANK COLONY CHITTINAGAR, VIJAYAWADA, KRISHNA (Dt) Co-ordinator:Sri N.V. Rao, Ph:9293001262 Office Asst: Sri M. Malleswari, Ph: 0866-2515196	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE) MBA(3yrs)
014	PRABHAS DEGREE COLLEGE MAIN ROAD, KEDARESWARAPET VIJAYAWADA, KRISHNA (Dt) Co-ordinator:Sri D. Rama Rao, Ph:0866-2532525, 2533567, 9441402525 Office Asst: K. Anitha, Ph: 0866-2532525, 8500538276	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE, HOSPITAL ADMINISTRATION), MCA MBA(3yrs)
016	NALANDA DEGREE COLLEGE LABBIPET, OPP:CHENNUPATI PETROL BUNK VIJAYAWADA, KRISHNA (Dt) Co-ordinator:Sri M. Venugopal, Ph:9441216666 Office Asst:Sri P. Durga Rao, Ph:0866-3250223, 3250224	MBA (2yrs) (MARKETING, HR, FINANCE, HOSPITAL ADMINISTRATION), MCA MBA(3yrs)

023	M.S.R.S. SIDDARTHA DEGREE COLLEGE VARUN MOTORS, SIRIPURAM Jn.. VISAKHAPATNAM, VISAKHAPATNAM (Dt) Co-ordinator:Sri B. Tirupathi Raju, Ph:9849120130, 9246621130 Office Asst:Sri B. Rama Raju, Ph:9848065402	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE, HOSPITAL ADMINISTRATION), MCA MBA (3yrs)
024	SAMYUKTA DEGREE COLLEGE GANDHI NAGAR, ANAKAPALLI, VISAKHAPATNAM (Dt) Co-ordinator:D. Mahesh, Ph:9849607668 Office Asst:Ch. Appa Rao Ph:08924-307228, 9291253455	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE), MCA MBA (3yrs)
025	PRAGATHI WOMEN'S DEGREE COLLEGE KUKATPALLY, HYDERABAD, HYDERABAD (Dt) Co-ordinator:Sri S. Ravindar Rao, Ph:9849500392 Office Asst:P. Hari Priya, Ph:040-23065702	MBA (2yrs) (MARKETING, HR, FINANCE) MBA (3yrs)
030	VASHISTA DEGREE COLLEGE NIRMAL, ADILABAD (Dt) Co-ordinator:Sri G. Srinivasa Goud, Ph:9246833662 Office Asst:Sri T. Ananth Kishore, Ph:08734-247047, 9441861633, 9246733662	MBA (2yrs) (MARKETING, HR, FINANCE), MCA, MBA (3yrs)
034	NEW SCHOLARS DEGREE COLLEGE CHANDA NAGAR, NEAR BHEL GATE HYDERABAD, RANGA REDDY (Dt) Co-ordinator: Dr. G. Sri Ranga Rao, Ph:9247403544 Office Asst: Sri B. Surya Prakash, Ph:040-23033083, 9393220660	MBA (2yrs) (MARKETING, HR, FINANCE), MCA, MBA (3yrs)
035	NATIONAL DEGREE COLLEGE REZIMENTAL BAZAAR SECUNDERABAD, HYDERABAD (Dt) Co-ordinator:Sri Ravi Raj, Ph: 98484-07157 Office Asst: Pavani, Ph: 040-27705506, 27705590	MBA (2yrs) (MARKETING, HR, FINANCE) MBA (3yrs)
043	SRI VIJAYA DURGA DEGREE COLLEGE PREM NAGAR, NANDYAL ROAD, KURNOOL, KURNOOL (Dt) Co-ordinator : Dr.P.Suryanarayan Babu, Ph:08518 274230, 9393728410 Office Asst: N. Mahendra Goud, Ph:08518-274230	MBA (2yrs) (MARKETING, HR, FINANCE), MCA, MBA (3yrs)
047	GATE DEGREE COLLEGE BHAVANI NAGAR, X ROADS TIRUPATHI, CHITTOOR (Dt) Co-ordinator: Smt. P. Vijaya, Ph:9866215447 Office Asst: Sri M. Rajya Lakshmi, Ph:0877-2286423, 9989294144	MBA (2yrs) (MARKETING, HR, FINANCE), MCA, MBA (3 yrs)
051	ADITYA DEGREE COLLEGE (KKD) SANTHI NAGAR, KAKINADA EAST GODAVARI (Dt) Co-ordinator:Sri B.E.V.L. Naidu, Ph:0884-2376665 Office Asst: Sri Y. Bhagavat Singh, Ph:9346176663, 9866076665	MBA (2 yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE), MCA, MBA (3yrs)

- 052 ADITYA DEGREE COLLEGE (RJY)
NEAR RTC COMPLEX, RAJAHMUNDRY
EAST GODAVARI (Dt)
Co-ordinator:SV. Vijaya Kumar, Ph:9866076668
Office Asst: Sri P. Jayaram, Ph:9701976664
MBA (2Yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE), MCA
MBA (3yrs)
- 053 SIDDHARDHA DEGREE & PG COLLEGE FOR WOMEN
DILSUKH NAGAR, HYDERABAD
HYDERABAD (Dt)
Co-ordinator:Smt R Manjula, Ph:9396258843
Office Asst: Smt R. Rajani, Ph:24064179, 9247837322
MBA (2yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE), MCA
MBA (3yrs)
- 055 SRI NAGARJUNA DEGREE COLLEGE
IO2, 1ST FLOOR, AMEER ESTSTES,
S.R. NAGAR, HYDERABAD,
HYDERABAD (Dt)
Ph:9985550088, 9985546111, 040-23758509, 66630323, 23800826
MBA (2yrs)(MARKETING, HR, FINANCE,
BANKING & INSURANCE,
HOSPITAL ADMINISTRATION), MCA
MBA (3yrs)
- 056 KIMS DEGREE COLLEGE
040-Y, KARIMNAGAR, KARIMNAGAR (Dt)
Co-ordinator:Sri M. Kondala Reddy, Ph:9396384303
Office Asst: Sri A. Lakshminarayana, Ph:9704315951
MBA (2yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE), MBA (3 yrs)
- 057 KAVITHA MEMORIAL P. G. COLLEGE
NEHRU NAGAR,
KHAMMAM, KHAMMAM (Dt)
Ph:08742 220799, 223799, 9399327837, 9440164020
MBA (2yrs) (MARKETING, HR, FINANCE),
MCA, MBA (3 yrs)
- 059 ADITYA DEGREE COLLEGE (HMK)
OPP:UNIVERSITY OF ARTS & SCIENCE COLLEGE,
SUBEDARI, HANAMAKONDA,
WARANGAL (Dt)
Co-ordinator:Sri D. Narasinga Rao, Ph:0870-2552186
Ph:9985550087
MBA (2yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE,
HOSPITAL ADMINISTRATION), MCA
MBA (3 yrs)
- 061 D R GOENKA WOMEN'S DEGREE COLLEGE
OPP: POLICE GROUNDS, TADEPALLIGUDEM
WEST GODAVARI (Dt)
Co-ordinator:Smt. J.V. Jayanthi Kumari, Ph:08818-221494
Ph: 9951362351, 989123055
MBA (2yrs) (MARKETING, HR, FINANCE)
MBA (3 yrs)
- 062 CHAITANYA E S DEGREE COLLEGE
SRIKAKULAM,
SRIKAKULAM (Dt)
Co-ordinator:Sri B. Govinda Rao, Ph:9440286879
Office Asst:Sri P. Venkataramana, Ph:08942-228845
MBA (3 yrs)
- 064 SADHANA DEGREE COLLEGE
GANDHI ROAD, PRODDATUR
KADAPA (Dt)
Co-ordinator: Sri P. Gowri Sankar, Ph:9346664210
Office Asst: Smt. G. Swapna Devi, Ph:08564-240104, 9247681234
MBA (2yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE)
MCA, MBA (3 yrs)

- 069 Smt. & Sri G.K.R.V.DEGREE COLLEGE MBA (3 yrs)
MALLINA NAGAR,
RAJAHMUNDRY,
EAST GODAVARI (Dt)
Co-ordinator:Sri P. Srinivas, Ph: 0883-2445417, 2461570
Office Asst:Sri G. Srinivas, Ph:0883-2445417, 9441644531
- 087 Ln.G.V.RAO MODERN DEGREE COLLEGE MBA (3 yrs), MCA
SURYA NAGAR,
RAMACHANDRAPURAM,
EAST GODAVARI (Dt)
Co-ordinator:Sri Ch. Bodayya, Ph:9848783737
Ph:08857-242489, 242189, 242089, 9394410089, FAX:245189
- 093 SWAMI VIVEKANANDA DEGREE COLLEGE MBA (2yrs) (MARKETING, HR, FINANCE)
BIP COMPLEX, OPP:AVANTHI HOSTEL, MBA (3 yrs)
SS GUTTA, MAHABUBNAGAR
MAHABUBNAGAR (Dt)
Co-ordinator:Sri K. Phani Prasad, Ph:9391022328
Office Assistant: Sri Saleem Pasha, Ph: 9848427689
- 096 D.N.R. COLLEGE OF LAW MBA (3 yrs)
BALUSUMUDI, BHIMAVARAM
WEST GODAVARI (Dt)
Co-ordinator:Smt. A. Aruna Sri Lakshmi, Ph:9849819890
Office Assistant: SriJ. Srinivasa Raju, Ph:9849402696
- 097 N.B.M. LAW COLLEGE MCA
GOKILE ROAD, MAHARANIPET,
VISAKHAPATNAM
VISAKHAPATNAM (Dt)
Co-ordinator: Sri D.V. Ramana, Ph:9347952044
Office Asst: Sri S.M. Mohana Rao Ph:9949657736
- 098 NALANDA DEGREE COLLEGE (A) MBA (2yrs) (MARKETING, HR, FINANCE)
OPP:RTC BUS STAND, ADILABAD MBA (3 yrs)
ADILABAD (Dt)
Co-ordinator: Sri Shailendar Babu, Ph:9393309595
Office Asst: Sri D. Ananta Kumar Ph:08732-236358, 9490093730
- 103 GEETHAM DEGREE COLLEGE MBA (2yrs) (MARKETING, HR, FINANCE,
TRUNK ROAD, BHAGYANAGAR BANKING & INSURANCE), MBA (3 yrs)
ONGOLE, PRAKASAM (DT)
Co-ordinator:Sri G. Ravi Teja, Ph:9010042130
Office Asst:Sri G. Naga Suneel, Ph:08592-284776, 9642194789
- 109 E.V.R. MEMORIAL DEGREE COLLEGE MBA (3 yrs)
NAYA NAGAR, ANANTHAGIRI ROAD
KODAD
NALGONDA (Dt)
Co-ordinator: D. Udaya Bhaskar, Ph:9849506495
Office Asst: N. Renuka, Ph:08683-253185, 9949295077

110	V. S. K. DEGREE COLLEGE DIRUSUMARRU ROAD, BHIMAVARAM WEST GODAVARI (Dt) Co-ordinator:Sri K. Rajesh, Ph:9700554335 Office Asst: B. Satyavathi, Ph: 9849936497	MBA (2yrs) (MARKETING, HR, FINANCE), MCA, MBA (3 yrs)
113	NEW SILVER JUBILEE DEGREE COLLEGE 1-7-175/2, KAMALA NAGAR, ECIL X ROAD, KUSHAIGUDA, HYDERABAD Co-ordinator : Sri T. Raja Narayana Reddy, Ph:9849131030 Office Asst.: Sri Yogeshwar, Ph:9618104315	MBA (2yrs) (MARKETING, HR, FINANCE) MCA, MBA (3 yrs)
114	K.L.R. DEGREE COLLEGE PALONCHA, KHAMMAM (Dt) Co-ordinator:Sri L. Chennakesava Reddy, Ph:9440435960 Office Asst: B. Ramya , Ph:9248773110	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE, HOSPITAL ADMINISTRATION) , MCA, MBA(3yrs)
116	NNS VIDYA DEGREE COLLEGE BEHIND SBI, CHIRALA, PRAKASAM (Dt) Co-ordinator:Sri K. Ramesh Babu, Ph:9440676712 Office Asst:Sri D. Benhar, Ph:08594-232024	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE), MCA, MBA (3yrs)
123	SRI SAI RAGHAVENDRA DEGREE COLLEGE NIZAMABAD, NIZAMABAD (Dt) Co-ordinator:Sri B. Bhoomaiah, Ph:9247591074 Office Asst:Sri K. Venkat Ram Reddy, Ph:08462-220751, 99363860529	MBA (2yrs) (MARKETING, HR, FINANCE), MCA, MBA (3yrs)
126	SRI SUBBARAYA & NARAYANA COLLEGE NARASARAOPET, GUNTUR (Dt) Co-ordinator:Sri M. Anil Kumar, Ph:9848512244 Office Asst:Sri J. Sudarshan, Ph:7799324246	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE), MCA, MBA (3yrs)
134	AKKINENI NAGESWARA RAO COLLEGE GUDIVADA, KRISHNA (Dt) Ph:08674-242145, 246046, 9848153255, 9849047592	MBA (3yrs)
138	SRIJI COLLEGE MADDIRALAPADU, ONGOLE,PRAKASAM (Dt) Co-ordinator: M. Yashodara, Ph: 9989006134 Office Asst: Sri A. Durga Rao, Ph:08592-248366	MBA (2yrs) (MARKETING, HR, FINANCE, BANKING & INSURANCE), MCA, MBA (3yrs)
143	CHAITANYA DEGREE COLLEGE FOR WOMEN MUNICIPAL COMPLEX, NEAR MUNICIPAL OFFICE, MANCHERIAL, ADILABAD (Dt) Co-ordinator:Sri Ch. Bal Reddy, Ph:929999151 Office Asst:Sri R. Mahendar, Ph:08736-254553, 929999152	MBA (3yrs), MCA
144	MAGUNTA SUBBA RAMA REDDY DEGREE COLLEGE CO-OP COLONY KAVALI, NELLORE (Dt) Co-ordinator:Smt. G. Sri Devi Chowdary, Ph:9490126133 Office Asst:Sri Sd. Shariff, Ph:08626-243181, 651888, 9395322430	MBA (2yrs) (MARKETING, HR,FINANCE, BANKING & INSURANCE), MCA, MBA (3 yrs)

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| 159 | SRI GOWRI DEGREE & PG COLLEGE
KANCHARAPALEM, VISAKHAPATNAM
Co-ordinator: Sri M. Srinivasa Rao, Ph:9848828690
Office Asst: Sri A. Nooka Appa Rao, Ph:0891-2556195 | MBA (2yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE), MBA (3 yrs) |
| 160 | P.N.C. & K.R. COLLEGE OF PG COURSES
PALNADU ROAD, NARASARAOPET, GUNTUR (Dt)
Co-ordinator: P. Dhana Lakshmi, Ph:9703505995
Office Asst: Mr. G. V. Siva Reddy, Ph:08647-225513,9290875137 | MBA (2yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE, HOSPITAL
ADMINISTRATION), MCA, MBA (3 yrs) |
| 161 | S.V. ARTS & SCIENCE COLLEGE
GUDUR, NELLORE (Dt)
Co-ordinator: Sri O. Narasimha Reddy, Ph:9490462849
Office Asst: Mr. D.R. Lakshmi Kanth, Ph:9440959230 | MBA (2yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE), MCA, MBA (3 yrs) |
| 175 | ANDHRA MUSLIM COLLEGE
PONNUR ROAD, GUNTUR
Co-ordinator: Md. Khasim, Ph:9908819043
Office Asst: Md. Gouse Riazuddin, Ph:9849478498 | MBA (2yrs) (MARKETING, HR, FINANCE,
BANKING & INSURANCE), MBA (3 yrs) |
| 187 | GOWTHAM DEGREE COLLEGE
BENZ CIRCLE, VIJAYAWADA
Co-ordinator: B.S.N. Reddy, Ph:9849619935
Office Asst: P. Prasad, Ph:9848531918, 0866-2484818 | MCA |
| 192 | VIDYALAYA DEGREE COLLEGE
NEAR COURT CENTRE, RAPUR ROAD,
GUDUR, NELLORE(DT)
Co-ordinator: Sri P. V. Ramanaiah, Ph:9440489557
Office Asst: J. Surendra, Ph:9908098988 | MCA |

ANNEXURE - III

EXAMINATION RULES

APPENDIX - I

I. Pass rules for MBA (3 YEAR) (Course Code: 11)**1. Internal Assessment Pass Rules:**

Internal Assessment Component of **25%** of marks for each theory paper of 26 courses (list of courses enclosed) will be awarded by way of evaluation of two assignments for each paper. The average of the two will be counted for the purpose of final result.

The candidate has to secure **10** marks out of **25** marks prescribed for assignments in each paper. If pass marks are not obtained in any assignment, it should be re-submitted. Once the pass marks are obtained, the assignment cannot be re-submitted for improvement of marks/ class.

2. Qualifying Marks required for a pass:

A candidate will be declared to have passed the above mentioned course (I, II and III Year examinations) if he/she secures not less than **40%** of total marks on aggregate in each year and also not less than **35%** of marks in each paper consisting of **10** marks for internal assessment by way of assignments and **25** marks for year-end theory examinations.

In case of subsequent appearances, the candidate should secure not less than **40%** of marks in each paper consisting of minimum **30** marks in year-end theory examinations and **10** marks for internal assessment component of present or previous marks.

Internal assessment of **25%** of marks by way of evaluation of assignment is prescribed only for theory papers.

Minimum marks for Project Work and viva-voce examination : A candidate has to secure not less than **40%** marks in Project work and in case of comprehensive viva-voce examination not less than **50%** of marks.

3. Classification of Successful Candidates for the award of class:

Candidates who have passed the I, II and III year examinations within the maximum duration of **SIX** years specified for the course, shall be declared as having passed the course with the class determined as follows on the basis of the marks secured at the I, II and III year examinations put together.

I Class : Those securing 60% and above

II Class : Those securing 50% and above but less than 60% marks

III Class : Those securing 40% and above but less than 50% marks

Maximum Duration for the completion of the course: The Candidate shall have to complete the course within **SIX** academic years from the year of joining the course for securing **FIRST** Class or **SECOND** Class.

Re-registration Facility: Candidates who could not complete the course within the period of **SIX** years from the year of joining the course are permitted to avail the facility of 'Re-registration' on payment of prescribed fee for two more years, beyond the maximum duration of **SIX** years prescribed above. Such facility is provided only either for completion of the course by appearing for back log papers or for the improvement of percentage only (like those who wish to improve their percentage from 50 to 55 or to 60 percent), but not for the award of higher class like third class to second class or second class to first class. Irrespective of percentage of marks secured during the re-registration period, such candidates will be awarded either second or third class for which he/she is eligible as per the percentage of marks secured within the maximum duration of the **SIX** years period permitted for the course.

Note:

(i) **Award of Class :** Up to **6** years only

(ii) **Maximum time for the completion of the course:** With re-registration: **Up to 8 years**

4. Betterment Rules : Those candidates who secured third or second class, can apply for higher class by applying for betterment examination upto the maximum period of **SIX** years from the year of joining the course. After the maximum period of **SIX** years from the year of joining the course, there is no provision for improvement for higher class. Important provisions of the betterment are given below:

(a) Within the Maximum Duration of SIX years:

1. A candidate who wishes to write the betterment examination of paper(s) of the particular years(s) must have already passed all the papers of that year(s) and secured less than **60%** of the aggregate marks of the concerned year(s).
2. A candidate who seeks to improve his/her aggregate percentage of marks required for securing higher class are eligible to take betterment examination even in the individual paper(s) and also in those papers in which he/she has already secured **60%** or above.
3. A candidate who has already secured **60%** or more marks in the aggregate either in the normal course or through betterment examination(s) is not eligible for further betterment examination(s).
4. The higher marks secured by the candidate either in individual paper(s) of earlier examination or betterment examination will be taken up for the purpose of declaration of result.
5. Higher classification through betterment examination(s) will be given only to such candidates who improve their marks within **SIX** years from the year of joining the course.
6. A candidate appearing for the betterment examination(s) after **SIX** years from the year of joining is eligible only for the improvement of marks but not for the award of higher class.
7. A candidate has to pay the prescribed fee towards the betterment examination(s) in addition to the normal examination fee on or before the last date announced for the payment of examination fee.
8. A candidate shall be eligible for first class or second class only if he/she passes the course within **SIX** years from the year of joining the course. Candidates who pass the course beyond the period shall be awarded only the class for which he/she is eligible as per the percentage of marks secured within the maximum duration of **SIX** years period.

(b) Beyond Maximum Duration with Re-registration:

Re-registration facility of two more years is given to the students after the completion of the maximum period of **SIX** years, on payment stipulated fees. It will be given only either for the completion of course or for the improvement of percentage obtained, without affecting the rules prescribed for award of class.

Batch of implementation of Pass Rules:

These rules will come into force and are applicable to those students who joined in CDE courses. w.e.f. the calendar year batch notification of 2012 and onwards and accordingly w.e.f. the CDE Examination of December 2012 and onwards

APPENDIX - II

II. Pass rules for MBA (2 YEAR)

Pass Rules are applicable for the following courses

Sl.	Course Code	Name of the Course
01	101	MBA (Marketing)
02	102	MBA (Finance)
03	103	MBA (Human Resource Management)
04	105	MBA (Banking & Insurance Management)
05	137	MBA (Hospital Administration)

1. Internal Assessment Pass Rules:

Internal Assessment Component of **25%** of marks for each theory paper of 26 courses (list of courses enclosed) will be awarded by way of evaluation of two assignments for each paper. The average of the two will be counted for the purpose of final result.

The candidate has to secure **10** marks out of **25** marks prescribed for assignments in each paper. If pass marks are not obtained in any assignment, it should be re-submitted. Once the pass marks are obtained, the assignment cannot be re-submitted for improvement of marks/ class.

2. Qualifying Marks required for a pass:

A candidate will be declared to have passed the above mentioned course (I and II Year examinations) if he/she secures not less than **40%** of total marks on aggregate in each year and also not less than **35%** of marks in each paper consisting of **10** marks for internal assessment by way of assignments and **25** marks for year- end theory examinations.

In case of subsequent appearances, the candidate should secure not less than **40%** of marks in each paper consisting of minimum **30** marks in year-end theory examinations and **10** marks for internal assessment component of present or previous marks.

Internal assessment of **25%** of marks by way of evaluation of assignment is prescribed only for theory papers.

Minimum marks for Project Work and viva-voce examination: A candidate has to secure not less than **40%** marks in Project work and in case of comprehensive viva-voce examination not less than **50%** of marks.

3. Classification of Successful Candidates for the award of class:

Candidates who have passed the I and II year examinations within the maximum duration of **FIVE** years specified for the course, shall be declared as having passed the course with the class determined as follows on the basis of the marks secured at the I and II year examinations put together.

I Class : Those securing 60% and above

II Class : Those securing 50% and above but less than 60% marks

III Class : Those securing 40% and above but less than 50% marks

Maximum Duration for the completion of the course: The Candidate shall have to complete the course within **FIVE** academic years from the year of joining the course for securing FIRST Class or SECOND Class.

Re-registration Facility: Candidates who could not complete the course within the period of **FIVE** years from the year of joining the course are permitted to avail the facility of 'Re-registration' on payment of prescribed fee for two more years, beyond the maximum duration of **FIVE** years prescribed above. Such facility is provided only either for completion of the course by appearing for back log papers or for the improvement of percentage only (like those who wish to improve their percentage from 50 to 55 or to 60 percent), but not for the award of higher class like third class to second class or second class to first class. Irrespective of percentage of marks secured during the re-registration period, such candidates will be awarded either second or third class for which he/she is eligible as per the percentage of marks secured within the maximum duration of the **FIVE** years period permitted for the course.

Note:

(i) **Award of Class :** Up to 5 years only

(ii) **Maximum time for the completion of the course:** With re-registration : **Up to 7 years**

4. Betterment Rules: Those candidates who secured third or second class, can apply for higher class by applying for betterment examination upto the maximum period of **FIVE** years from the year of joining the course. After the maximum period of **FIVE** years from the year of joining the course, there is no provision for improvement for higher class. Important provisions of the betterment are given below:

(a) Within the Maximum Duration of FIVE years:

1. A candidate who wishes to write the betterment examination of paper(s) of the particular year(s) must have already passed all the papers of that year(s) and secured less than 60% of the aggregate marks of the concerned year(s).
2. A candidate who seeks to improve his/her aggregate percentage of marks required for securing higher class are eligible to take betterment examination even in the individual paper(s) and also in those papers in which he/she has already secured 60% or above.
3. A candidate who has already secured 60% or more marks in the aggregate either in the normal course or through betterment examination(s) is not eligible for further betterment examination(s).
4. The higher marks secured by the candidate either in individual paper(s) of earlier examination or betterment examination will be taken up for the purpose of declaration of result.
5. Higher classification through betterment examination(s) will be given only to such candidates who improve their marks within **FIVE** years from the year of joining the course.
6. A candidate appearing for the betterment examination(s) after **FIVE** years from the year of joining is eligible only for the improvement of marks but not for the award of higher class.
7. A candidate has to pay the prescribed fee towards the betterment examination(s) in addition to the normal examination fee on or before the last date announced for the payment of examination fee.

8. A candidate shall be eligible for first class or second class only if he/she passes the course within **FIVE** years from the year of joining the course. Candidates who pass the course beyond the period shall be awarded only the class for which he/she is eligible as per the percentage of marks secured within the maximum duration of **FIVE** years period.

(b) Beyond Maximum Duration with Re-registration:

Re-registration facility of two more years is given to the students after the completion of the maximum period of **FIVE** years, on payment stipulated fees. It will be given only either for the completion of course or for the improvement of percentage obtained, without affecting the rules prescribed for award of class.

Batch of implementation of Pass Rules:

These rules will come into force and are applicable to those students who joined in CDE courses. w.e.f. the calendar year batch notification of 2012 and onwards and accordingly w.e.f. the CDE Examination of December 2012 and onwards

APPENDIX - III

III. Pass rules for MCA (3 YEAR) (Course Code:24)

1. Internal Assessment Pass Rules:

Internal Assessment Component of **25%** of marks for each theory paper of 26 courses (list of courses enclosed) will be awarded by way of evaluation of two assignments for each paper. The average of the two will be counted for the purpose of final result.

The candidate has to secure **10** marks out of **25** marks prescribed for assignments in each paper. If pass marks are not obtained in any assignment, it should be re-submitted. Once the pass marks are obtained, the assignment cannot be re-submitted for improvement of marks/ class.

2. Qualifying Marks required for a pass:

A candidate will be declared to have passed the above mentioned course (I, II and III Year examinations) if he/she secures not less than **40%** of total marks on aggregate in each year and also not less than **35%** of marks in each paper consisting of **10** marks for internal assessment by way of assignments and **25** marks for year-end theory examinations.

In case of subsequent appearances, the candidate should secure not less than **40%** of marks in each paper consisting of minimum **30** marks in year-end theory examinations and **10** marks for internal assessment component of present or previous marks.

Internal assessment of **25%** of marks by way of evaluation of assignment is prescribed only for theory papers.

Minimum marks for Practical examination and Project Work: A candidate has to secure not less than **40%** marks in each practical paper and Project work.

3. Classification of Successful Candidates for the award of class:

Candidates who have passed the I, II and III year examinations within the maximum duration of **SIX** years specified for the course, shall be declared as having passed the course with the class determined as follows on the basis of the marks secured at the I, II and III year examinations put together.

I Class : Those securing 60% and above

II Class : Those securing 50% and above but less than 60% marks

III Class : Those securing 40% and above but less than 50% marks

Maximum Duration for the completion of the course: The Candidate shall have to complete the course within **SIX** academic years from the year of joining the course for securing FIRST Class or SECOND Class.

Re-registration Facility: Candidates who could not complete the course within the period of **SIX** years from the year of joining the course are permitted to avail the facility of 'Re-registration' on payment of prescribed fee for two more years, beyond the maximum duration of **SIX** years prescribed above. Such facility is provided only either for completion of the course by appearing for back log papers or for the improvement of percentage only (like those who wish to improve their percentage from 50 to 55 or to 60 percent), but not for the award of higher class like third class to second class or second class to first class. Irrespective of percentage of marks secured during the re-registration period, such candidates will be

awarded either second or third class for which he/she is eligible as per the percentage of marks secured within the maximum duration of the **SIX** years period permitted for the course.

Note:

(i) **Award of Class** : Up to **6** years only

(ii) **Maximum time for the completion of the course:** With re-registration : **Up to 8 years**

4. Betterment Rules : Those candidates who secured third or second class, can apply for higher class by applying for betterment examination upto the maximum period of **SIX** years from the year of joining the course. After the maximum period of **SIX** years from the year of joining the course, there is no provision for improvement for higher class. Important provisions of the betterment are given below:

(a) Within the Maximum Duration of SIX years:

1. A candidate who wishes to write the betterment examination of paper(s) of the particular year(s) must have already passed all the papers of that year(s) and secured less than 60% of the aggregate marks of the concerned year(s).
2. A candidate who seeks to improve his/her aggregate percentage of marks required for securing higher class are eligible to take betterment examination even in the individual paper(s) and also in those papers in which he/she has already secured 60% or above.
3. A candidate who has already secured 60% or more marks in the aggregate either in the normal course or through betterment examination(s) is not eligible for further betterment examination(s).
4. The higher marks secured by the candidate either in individual paper(s) of earlier examination or betterment examination will be taken up for the purpose of declaration of result.
5. Higher classification through betterment examination(s) will be given only to such candidates who improve their marks within **SIX** years from the year of joining the course.
6. A candidate appearing for the betterment examination(s) after **SIX** years from the year of joining is eligible only for the improvement of marks but not for the award of higher class.
7. A candidate has to pay the prescribed fee towards the betterment examination(s) in addition to the normal examination fee on or before the last date announced for the payment of examination fee.
8. A candidate shall be eligible for first class or second class only if he/she passes the course within **SIX** years from the year of joining the course. Candidates who pass the course beyond the period shall be awarded only the class for which he/she is eligible as per the percentage of marks secured within the maximum duration of **SIX** years period.

(b) Beyond Maximum Duration with Re-registration:

Re-registration facility of two more years is given to the students after the completion of the maximum period of **SIX** years, on payment stipulated fees. It will be given only either for the completion of course or for the improvement of percentage obtained, without affecting the rules prescribed for award of class.

Batch of implementation of Pass Rules:

These rules will come into force and are applicable to those students who joined in CDE courses. w.e.f. the calendar year batch notification of 2012 and onwards and accordingly w.e.f. the CDE Examination of December 2012 and onwards

List of Courses having Internal Assessment component of 20 marks:**A. PG COURSES:**

Sl. No.	Code	Name of the Programme	APPENDIX NUMBER
1	1	M.Sc. (Botany)	VII
2	2	M.Sc. (Zoology)	VII
3	3	M.Sc. (Physics)	VII
4	4	M.Sc. (Chemistry)	VII
5	5	M.Sc. (Microbiology)	VII
6	6	M.Sc. (Mathematics)	VII
7	138	M.Sc. Statistics	VII
8	139	M.Sc. (Food & Nutritional Science)	VII
9	14	M.A. (English)	VIII
10	15	M.A. (Telugu)	VIII
11	16	M.A. (Economics: with option of "Economics of Industry")	VIII
12	17	M.A. (History)	VIII
13	18	M.A. (Political Science)	VIII
14	19	M.A. (Sociology)	VIII
15	20	M.A. (Economics: with the option of "Agricultural Economics and Rural Development")	VIII
16	29	M.A. (Journalism and Mass Communication)	VIII
17	110	M.A. (Hindi)	VIII
18	7	LL.M. (Labour Laws)	X
19	8	LL.M. (Constitutional Law and Administrative Law)	X
20	9	LL.M. (Torts & Crimes)	X
21	10	LL.M. (Corporate and Securities Law)	X
22	12	M.Com. (Accountancy)	X
23	13	M.Com. (Banking)	X
24	81	PGDBI (PG Diploma in Bio-informatics)	XI
25	82	PGDBT (PG Diploma in Bio-technology)	XI
26	94	PGDJM (PG Diploma in Journalism and Mass Communication)	XII
27	77	Certificate course in HIV/AIDS counseling	XIII
28	133	Certificate Course in Hotel and Hospital House Keeping	XIV
29	134	Diploma in Food Production	XIV

B. UG COURSES:

30	40	B.A. (Economics, History, Politics)	XVI
31	41	B.A. (Economics, Public Administration, Politics)	XVI
32	42	B.A. (Economics, Public Administration, Sociology)	XVI
33	43	B.A. (Economics, History, Sociology)	XVI
34	44	B.A. (Economics, Politics, Sociology)	XVI
35	45	B.A. (History, Politics, Sociology)	XVI
36	46	B.A. (Public Administration, Politics, Sociology)	XVI
37	47	B.A. (Public Administration, Politics, History)	XVI
38	48	B.A. (Maths, Politics, Economics)	XVI
39	49	B.A. (Maths, English, History)	XVI
40	50	B.A. (Maths, Telugu, History)	XVI
41	51	B.A. (English, Economics, Public Administration)	XVI
42	52	B.A. (English, Economics, Politics)	XVI
43	53	B.A. (English, History, Politics)	XVI
44	54	B.A. (English, Politics, Public Administration)	XVI

45	55	B.A. (English, History, Telugu)	XVI
46	56	B.A. (Telugu, History, Sociology)	XVI
47	57	B.A. (Telugu, History, Politics)	XVI
48	58	B.Com. (General)	XVI
49	59	B.Sc. (Botany, Zoology, Chemistry)	XVI
50	60	B.Sc. (Maths, Physics, Chemistry)	XVI
51	61	B.Sc. (Costume Design & Fashion Technology)	XVI
52	62	B.Sc. (Information Technology)	XVI
53	63	B.Sc. (Maths, Statistics, Computer Science)	XVI
54	66	B.A. (Maths, Economics, Statistics)	XVI
55	67	B.A. (Maths, Statistics, Computer Applications)	XVI
56	68	B.Com. (Computer Applications)	XVI
57	71	B.Sc. (Maths, Physics, Electronics)	XVI
58	72	B.Sc. (Maths, Electronics, Computer Science)	XVI
59	73	B.Sc. (Maths, Physics, Computer Science)	XVI
60	112	B.A. (Maths, English, Statistics)	XVI
61	64	B.B.M.	XVII
62		B.Com., (Honors) – Will be prepared later	—

List of Courses for which Internal Assessment Component of 25 marks:

Sl. No.	Code	Name of the Programme	APPENDIX NUMBER
1	11	MBA (3 Year)	I
2	101	MBA (Marketing)	II
3	102	MBA (Finance)	II
4	103	MBA (Human Resource Management)	II
5	105	MBA (Banking & Insurance Management)	II
6	137	MBA (Hospital Administration)	II
7	24	M.C.A	III
8	21	M.A. (Social Work) / M.S.W.	IV
9	23	M.H.R.M	IV
10	28	M.Sc. (Information Technology)	IV
11	104	M.Sc. (Psychology)	IV
12	109	M.Sc. (Computers)	IV
13	83	PGDHHM (PG Diploma in Hospital and Health Care Management)	V
14	84	PGDBM (PG Diploma in Business Management)	V
15	85	PGDMM (PG Diploma in Marketing Management)	V
16	86	PGDHRM (PG Diploma in Human Resource Management)	V
17	87	PGDFM (PG Diploma in Financial Management)	V
18	88	PGDBFM (PG Diploma in Banking and Financial Management)	V
19	89	PGDIB (PG Diploma in International Business)	V
20	90	PGDTTM (PG Diploma in Travel and Tourism Management)	V
21	91	PGDIM (PG Diploma in Insurance Management)	V
22	80	B.L.I.Sc. (Bachelor of Library Information Science)	VI
23	92	PGDHM (PG Diploma in Hotel Management)	VI
24	95	PGDCA (PG Diploma in Computer Applications)	VI
25	96	PGDIT (PG Diploma in Information Technology)	VI
26	65	Bachelor of Hotel Management (BHM)	XV

ANNEXURE - IV

CENTRE FOR DISTANCE EDUCATION

ACHARYA NAGARJUNA UNIVERSITY::NAGARJUNA NAGAR - 522 510

PROCEDURE FOR ANSWERING ASSIGNMENTS

1. **Topics for Assignments:-** The Questions given in the Question papers of December, 2011 examinations of CDE, ANu should be taken as topics for answering the assignments for those students who joined in CDE courses for the Calendar year 2012 and are appearing for examinations in December, 2012. These topics are to be answered by those who were not secured minimum marks for pass or not submitted the assignments for earlier examinations of CDE like May, 2012 and preceeding examinaitons. Similarly, those who join in the Academic year 2012-13 batch shall have to answer the Questions given in Question papers of May, 2012 examinations. Similar procedure be followed for successive batches also.

Students can download the topics from www.anucde.ac.in or www.anucde.info or www.anucde.com and they can also approach study centre or CDE office for obtaining the topics.

All the students must submit their assignments only to the “Principal” of study centre and obtain a receipt for the same.

Internal Assesment by way of Assignments : - Every student will be given assignments. There will be two assignments per each paper. The average of two will be counted for the purpose of final result. The student must be in touch with the study centre for receiving the topics for assignments or they can download the topics from www.anucde.com and they should follow the dates given in Academic Calendar for submission of assignments. **Separate intimation will not be sent. Those who couldnot submit the assignments within the stipulated time, are also permitted on payment of Rs.500/- as Tatkal Fee, in addition to late fee, upto one week after the completion of last date for submission with late fee.**

2. The main purpose of assignment is to test the student’s comprehension of the course material sent to him and also in helping him in getting through the courses. The answers should be complete in all respects. Incomplete answers bring poor marks. The assignments are to be submitted to **the Coordinator (Exams) before the due date**. All the student should retain a copy of all assignment responses which he / she submits.
3. **Answering Assignments:** While Answering Assignments:
 - i) A student should read the assignment carefully and follow the specific instructions, if any.
 - ii) He / She has to study thoroughly the units on which assignments are based.
 - iii) He / She should note down relevant points of answers; rearrange those points in a logical order and draw a rough outline of answer. In respect of essay questions, introduction as well as conclusion is to be given. The answer should be logical, cohesive and it should have clear connections between sentences and paragraphs.

The answer should cover all the main points of the question. while solving numerical questions, proper format should be used. The working notes is to be given wherever necessary.
 - iv) Assignments are to be submitted in A4 size papers providing for clearcut margins and sufficient space in between each answer and should be in the form of separate books for

each paper.

- v) The responses should be in **candidate's own handwriting**. **Print or typed answers will not be accepted**. Answers copied either from the course material sent by the university or from the response sheets of other students will get zero marks.
- vi) Each assignment is to be answered separately. The question number is to be given with each answer.
3. **Submission of Assignments** : While submitting Assignments, Assignment - 1 and Assignment - 2 for each paper should be bounded as one book and candidate must write the following information on the top cover and also on the first page of the response sheet for Assignment -1 and Assignment - 2.

Assignment Submission Form

Enrolment No :

Batch. : Academic Year / Calendar Year

Course Code :

Course Title :

Year of the study : I / II / III

Subject Code :

Subject Title :

Assignment No. :

Date of Submission :

Name of the Student :

Address :

.....

.....

.....

Phone No. :

E_mail :

Signature :

Please enclose two sets of receipt along with your assignments

CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY
Nagarjunanagar, Guntur - 522 510

Receipt

Sl.No.

Date :

Applicant's Name :

Name of the Course :Year :

Reference No/Enrolment No : Batch :

S.No.	Paper Titles	Assignment - I	Assignment - II
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total No. of Assignments			

Name of the Receiver :

Signature

4. If pass marks are not obtained in any assignment, it should be resubmitted. Once the pass marks are obtained, the assignment cannot be resubmitted for improvement of marks / class.

ANNEXURE - V

A) LIST OF GOLD MEDALS INSTITUTED FOR CDE COURSES

Sl.No.	Course	Sponsorer and Name of the Gold Medal
1.	B.Com	Modern Degree College, Chilakaluripet (Professor Viswanadhuni Balamohandas & Smt. Vasantha Gold Medal)
2.	B.A.	Ruthviks Degree College, Vijayawada (Sri Pothuri Radha Krishna Murthy Gold Medal)
3.	M.Com	S.R.K. Degree College, Nandyal (Professor Lakkasani Venugopala Reddy & Smt. Vasundhara Gold Medal)
4.	M.Com	Mahatma Gandhi Degree College, Guntur (Sri Dogiparti China Pullaiah Memorial Gold Medal)
5.	M.B.A.	Prabhas Degree College, Vijayawada (Late Sri Nagam Bikshalu Memorial Gold Medal)
6.	M.C.A.	Prof. G.N. Brahmanandam, (Grandhi Annapurna & Nagendrudu Gold Medal)
7.	M.Sc. (Chemistry)	Siddhartha Degree & PG College for Women, Hyderabad (Professor J. Ananthaswamy Memorial Gold Medal)
8.	M.Sc. (Physics)	Sri I.V. Raghava Rao, Guntur (Smt. Irri Sarojini and Sri Irri Veera Raghava Rao Gold Medal)
9.	M.Sc. (Botany)	Prof. K.B. Reddy, Department of Environmental Science, ANU (Professor K. B. Reddy & Smt. Mythreyi Gold Medal)
10.	M.Sc. (Botany) II Year Paper "Plant Biotechnology"	Prof. T.N. Mary, Department of Botany, ANU (Sri Kondru Suvarna Mani Kumar and Prof. Nirmala Mary Gold Medal)
11.	M.Sc. (Zoology)	Vikas Degree College, Vissannapet & S.S.N. Degree College, Ongole (Professor Vutchula Luther Das and Smt. Vidya Gold Medal)
12.	M.Sc.(Microbiology)	GATE Degree College, Tirupati (Tammineni Krishnaiah and Paladugu Hari Krishnaiah Naidu Gold Medal)
13.	M.Sc.(Mathematics)	Dr. Bhavanari Satyanarayana, Associate Professor & HOD, Dept. of Mathematics, ANU (Sri Bhavanari Ramakotaiah, Anasuryamma, Satyanarayana & Jaya Lakshmi Gold Medal)
14.	M.A.(English)	Prof. V. Chandra Sekhara Rao, Director, CDE, ANU (Professor Velisetty Chandra Sekhara Rao and Dr. Anasuya Gold Medal)
15.	M.A. (English) I Year Paper – II : Shakespeare	Prof. P. Rama Lakshmi, Dept. of History & Archaeology (Sri Chellapilla Sita Rama Murti and Smt. Suryakantham Gold Medal)
16.	M.A. (Telugu)	Prof. K. Rama Krishna Rao, Asst.Registrar (Rtd), ANU (Smt. Kollimarla Jayasree Memorial Gold Medal)
17.	M.A. (Telugu)	Prof. Naladi Vijaya Ratnam, Faculty of Commerce & Management Studies, ANU (Srimati Dr. Naladi Anie Udayasree Memorial Gold Medal)
18.	M.A. (History)	Sri P. Gopi Chand, Principal, S.G.K. Oriental College, Tadikonda and Smt. Ramalakshmi, (Sri Polimetla Satyanarayana & Satyavati Devi Gold Medal)
19.	M.A. (Economics)	Dr. R. Santhi Sree, D/o. Dr. Chigurupati Nageswara Rao, II Lane, Chandramouli Nagar, Guntur-522007 (Dr. R. Santhi Sree Gold Medal)
20.	M.A. (Social Work)	Dr. T.V. Rao, Founder & Chairman, Dhakshinya Institute for the Mentally Handicapped, Guntur (Chi. Madhavi Latha Memorial Gold Medal)
21.	LL.M	S.S.N. Degree College, Ongole & Vikas Degree College, Visannapet (Professor Yakasiri Raja Haragopal Reddy and Smt. Vijaya Lakshmi Gold Medal)
22.	B.B.M.	Sri. Addanki Seshaiyah and Smt. Raghavamma memorial Gold Medal.
23.	M.Sc. (Psychology)	Sri Polimetla Gopichand & Rama Lakshmi Gold Medal.
24.	M.A. (Sociology)	Late Sri Naraharisetty Ramakrishnaya & Late Peteti Krishna Rao Gold Medal
25.	LLM (Jurisprudence)	Sri Kurmala Ramachandra Rao Gold Medal
26.	M.Phil (Telugu)	Prof. Gujjarlupudi Krupachari & Dr. Jyothi Swaroopa Rani Gold Medal.
27.	M.A. (Journalism)	Sri K. Ravi Shankar, Photographer (Retd.) ANU, HIG 435, HB Cololy, Bhavanipuram, Vijayawada - 522 012 (Late Sri and Smt. Kolluru Satya Narayana and Venkata Yasodamma Memorial Gold Model)
28.	MHRM	Sri P. Gopichand, H.No.6-29-20, Amaravathi Road, Guntur 522 007 (Polimetla Gopichand Gold Medal)

ACHARYA NAGARJUNA UNIVERSITY::NAGARJUNANAGAR – 522 510

GOLD MEDAL WINNERS OF 31st CONVOCATION TO BE HELD ON 12-03-2011 AT 3.00 P.M.

SL. NO.	COURSE	ENROL.NO	STUDENT NAME	NAME OF THE GOLD MEDAL	NAME OF THE STUDY CENTRE
1	B.B.M.	A06BB002003	VELISETTY SAHITI	Sri Addanki Seshiah & Smt. Raghavamma Memorial Gold Medal	Mahatma Gandhi Degree College, Guntur
2	M.A. English	C07EG002043	JYOTHIRMAYI PERLA	Prof. Velisetty Chandrasekhara Rao & Dr. Anasuya Gold Medal	Mahatma Gandhi Degree College, Guntur
3	M.A. Psychology	A07SY002003	NAGA DURGA RAJA SRI E	Sri Polimetla Gopi Chand & Rama Lakshmi Gold Medal	Mahatma Gandhi Degree College, Guntur
4	M.A. Sociology	A07SO002032	JYOTHILAKSHMI RAVURI	Late Sri Naraharisetty Ramakrishnaya & Late Peteti Krishna Rao Gold Medal	Mahatma Gandhi Degree College, Guntur
5	M.A. Telugu	A07TL002003	LAKSHMI VADRANAM	Smt. Kollimarla Jayasree Memorial Gold Medal	Mahatma Gandhi Degree College, Guntur
6	M.A. Telugu	A07TL002003	LAKSHMI VADRANAM	Smt. Dr. Nalladi Anie Udayasree Memorial Gold Medal	Mahatma Gandhi Degree College, Guntur
7	MCA	A06MC00203 8	GANGABHAVANI AYL	Sri Grandhi Annapurna & Nagendruru Gold Medal	Mahatma Gandhi Degree College, Guntur
8	M.A. Social Work	C07SW014004	PEYYALA IGNATIUS	Chi. Madhavi Latha Memorial Gold Medal	Prabhas Degree College, Vijayawada
9	M.Com.	A07CO014047	SWAPNA CHUNDURU	Prof. Lakkasani Venugopal Reddy and Smt. Vasundara Gold Medal	Prabhas Degree College, Vijayawada
10	M.Com.	A07CO014047	SWAPNA CHUNDURU	Dogiparthi China Pullaiah Memorial Gold Medal	Prabhas Degree College, Vijayawada
11	M.Phil. Telugu	A06MP014090	KUMARA LAKSHMI SUNEETHA. S	Prof. Gujjaramudi Krupachari & Smt. Dr. Jyothi Swarupa Rani Gold Medal	Prabhas Degree College, Vijayawada
12	M.Sc. Botany (Plant Biotechnology)	C07BO014010	MYNENI VENKATA VASAVI	Sri Kondru Suvarna Mani Kumar and Prof. Nirmala Mary Gold Medal	Prabhas Degree College, Vijayawada
13	MBA	A06BU015015	SIVA SURENDRA NANDAM	Late Sri Nagam Bikshalu Memorial Gold Medal	KBN Degree College, Vijayawada
14	B.Com.	A06BC016041	VOOLLA SRIKANTH	Prof. Viswanadhuni Balamohandas & Smt. Vasantha Gold Medal	Nalanda Degree College, Vijayawada
15	B.A.	A06BA018106	PRUDHIVI VENKATA LAKSHMI	Sri Pothuri Radha Krishna Murthy Gold Medal	K.T. R. Womens College, Gudivada
16	M.A. Economics	A07EC018011	NAGALAKSHMI GUNDIMEDA	Dr. R. Santhi Sree Gold Medal	K.T. R. Womens College, Gudivada
17	M.A. English (Shakespeare)	C07EG024031	KANTAMREDDI NOOKARATNAM	Sri Chellapilla Sita Rama Murthy & Smt. Suryakantham Gold Medal	Samyukta Degree College, Anakapalli
18	M.Sc. Chemistry	A07CH025034	C JAYAPRADA	Professor J. Ananthaswamy Memorial Gold Medal	Pragathi College for Women, Hyderabad
19	M.Sc. Mathematics	C07MA03001 5	A.RAVINDER	Sri Bhavanari Ramakotaiah and Anasuyamma, Satyanarayana & Jaya Lakshmi Gold Medal	Vasista Degree College, Nirmal
20	LL.M.(Jurisprudence)	A07LM037001	BONUS REDDY P	Sri Kurumala Rama Chandra Rao Gold Medal	Sri Venkateswara College of Law, Tirupathi
21	M.Sc. Physics	C07PH051020	BIKKINA DURGA RANI	Smt. Irri Sorojini and Sri Irri Raghava Rao Gold Medal	Aditya Degree College, Kakinada
22	M.Sc. Microbiology	C07MB053019	AMTUL HAFEEZ SUMERA	Sri Tammineni Krishnaiah and Paladugu Hari Krishnaiah Naidu Gold Medal	Siddhartha Degree & PG College for women, Hyderabad
23	M.A. History	A07HI061008	RAMESH KONDRU	Sri Plimetla Satyanaryana & Satyavathi Devi Gold Medal	D. R. Goenka College for Women, Tadepalligudem
24	M.Sc. Zoology	C07ZO061012	CH ANJANI SIREESHA	Prof. Vutchula Luther Das and Smt.	D. R. Goenka College for

**C) WINNERS OF GOLD MEDALS IN 29TH CONVOCATION OF
ACHARYA NAGARJUNA UNIVERSITY**

Calendar year 2006 Batch

S.No.	Enrol.No.	Student Name	Total Marks	Rank
I.	Professor J. Ananthaswamy Memorial Gold Medal C05CH470023	DAMARLA VIJAYA KUMAR	803	1
II.	Smt. Irri Sarojini and Sri Irri Veera Raghavarao Gold Medal C05PH470011	KIPA VENKATESWARA RAO	775	1
	C05PH430006	MACCHAKANTI YELLANNA	775	1
	C05PH040006	MALLAVARAPU PRAMEELA RANI	775	1
III.	Professor K.B. Reddy & Smt. Mythreyi Gold Medal C05BO140020	SAJIDA PARVEEN	843	1
IV.	Sri Kondru Suvarna Mani Kumar and Prof. Nirmala Mary Gold Medal (Plant Biotechnology Paper) C05BO580012	KONTALA VIJAYALAKSHMI	84	1
V.	Sri Tammineni Krishnaiah and Paladugu Hari Krishnaiah Naidu Gold Medal C05MB020007	SONTI VASUNDHARA	795	1
VI.	Professor Vutchula Luther Das and Smt. Vidya Gold Medal C05ZO620064	ARASAVALLI TEJASRI	868	1
VII.	Professor Vellisetty Chandra Sekhar Rao & Smt. Anasuya Gold Medal C05EG600009	M Sree Latha	600	1
	C05EG6200013	K. Radhika	600	1
VIII.	Sri Bhavanari Rama Kotiah and Anasuryamma, Satyanarayana, Jaya Lakshmi Gold Medal C05MA470006	M DHANA LAKSHMI	558	1

Academic year 2005-06 Batch

S.No.	Enrol.No.	Student Name	Total Marks	Rank
I.	Professor J. Ananthaswamy Memorial Gold Medal A05CH047007	SHAIK. SULTHAN	978	1
II.	Smt. Irri Sarojini and Sri Irri Veera Raghavarao Gold Medal A05PH098010	PILLI BEULAH MARGARET	808	1
III.	Professor K.B. Reddy & Smt. Mythreyi Gold Medal A05BO051014	PADMAJA K	873	1
IV.	Sri Kondru Suvarna Mani Kumar and Prof. Nirmala Mary Gold Medal (Plant Biotechnology Paper) A05BO051014	K PADMAJA	72	1
V.	Sri Tammineni Krishnaiah and Paladugu Hari Krishnaiah Naidu Gold Medal A05MB055023	SHAHZAD KHAN	781	1
VI.	Professor Vutchula Luther Das and Smt. Vidya Gold Medal A05ZO03414	A BABY HILDA	830	1
VII.	Sri. Bhavanri Ramakotiah and Anasuryamma, Satyanarayana & Jaya Lakshmi Gold Medal A05MA098005	SWETHA GALIPELLY	567	1
VIII.	Smt. Kollimarla Jaysree Memorial Gold Medal A05TL098020	S. VENKATA ARUNA KUMARI	673	1
IX.	Smt. Dr. Vemu Anie Udyasree Memorial Gold Medal A05TL098020	S. VENKATA ARUNA KUMARI	673	1
X.	Polimetla Satyanarayana & Satyavathi Devi Gold Medal A05HI051008	INDIRA PRIYADARSHINI B	538	1
XI.	Dr. R. Santhi Sree Gold Medal A05EC009026	KRISHNEVENI PADIGALA	605	1
	A05EC014033	Pamarthi Uma	605	1
XII.	Prof. Velisetty Chandrasekhara Rao & Dr. Anasuya Gold Medal A05EG110005	B.S.N. KALYANI	630	1

XIII.	Sri Chellapilla Sita Rama Murthy & Smt. Suryakantham Gold Medal A05EG047013	KANDAPAREDDIGARI RAJAGOPAL REDDY	603	1
XIV.	Sri Polimetla Gopi Chand S/o Satyanarayana Gold Medal A05SY002022	PASAM VAYUNANDINI	729	1
XV.	Prof. Yakasiri Raja Hara Gopal Reddy & Smt. Vijayalakshmi Gold Medal A05LM072038	DEVARAKONDA LAKSHMI RAMANA	617	1
XVI.	Late Sri. Nagam Bikashalu Memorial Gold Medal A04BU020050	GANDHAM V RAMAIAH	1414	1
XVII.	Late Sri. Naraharisetty Ramakrishnaya & Late Peteti Krishna Rao Gold Medal A05SO002002	MURIKUPUDI KASIAH	542	1

D) WINNERS OF GOLD MEDALS IN 28TH CONVOCATION OF ACHARYA NAGARJUNA UNIVERSITY

S.No.	Enrol.No.	Student Name	Total Marks	Rank
Calendar year 2004 Batch				
I.	Professor. J. Ananthaswamy Memorial Gold Medal C04CH70001	AVULA ARUNA	779	1
II.	Smt. Irri Sarojini and Sri Irri Veera Raghavarao Gold Medal C04PH200007	BITRAGUNTA MASTAN RAO	801	1
III.	Professor K.B. Reddy & Smt. Mythreyi Gold Medal C04BO570040	RENDUCHINTALA SWATHY	881	1
IV.	Sri. Kondru Suvarna Mani Kumar and Prof. Nirmala Mary Gold Medal (Plant Biotechnology Paper) C04BO620035	SIMHAMBHATLA SRILAKSHMI	76	1
V.	Sri Tammineni Krishnaiah and Paladugu Hari Krishnaiah Naidu Gold Medal C04MB530007	ADAPA CHANDRA PRADYUTHA	829	1
VI.	Professor Vatchala Luther Das and Smt. Vidya Gold Medal C04ZO520016	BETHAVOLU SHARMILA	873	1
Academic year 2004-05 Batch				
S.No.	Enrol.No.	Student Name	Total Marks	Rank
I.	Professor J. Ananthaswamy Memorial Gold Medal A04CH530035	MOHAMMAD JAFURULLA	800	1
II.	Smt. Irri Sarojini and Sri Irri Veera Raghavarao Gold Medal A04PH470007	JAYASRI BALINENI	832	1
III.	Professor K.B. Reddy & Smt. Mythreyi Gold Medal A04BO440016	ZAKKA MARY	826	1
IV.	Sri Kondru Suvarna Mani Kumar and Prof. Nirmala Mary Gold Medal A04BO140004	TUMMURI DEEPTHI	73	1
V.	Sri Tammineni Krishnaiah and Paladugu Hari Krishnaiah Naidu Gold Medal A04MB020016	UDDANTI REJESWARI	787	1
VI.	Professor Vutchala Luther Das and Smt. Vidya Gold Medal A04ZO470013	RADHAKRISHNA RAJASEKHAR	906	1
VII.	Sri. Bhavanari Ramakotaiah and Anasuryamma, Satyanarayana & Jaya Lakshmi Gold Medal A04MA640003	JINKA RAMADEVI	598	1
VIII.	Smt. Kollimarla Jayasree Memorial Gold Medal A04TL140094	VANGA SRINIVAS	680	1
IX.	Smt. Dr. Vemu Anie Udyasree Memorial Gold Medal A04TL140094	VANGA SRINIVAS	680	1
X.	Polimetla Satyanarayana & Satyavathi Devi Gold Medal A04HI020009	GARAPATI GOPI CHAND PRAKASH	600	1
XI.	Dr. R. Santhi Sree Gold Medal A04EC430001	SHEGU PUSHPALATHA	670	1

XII.	Professor Velisetty Chandrasekhara Rao & Dr. Anasuya Gold Medal A04EG090010	PAGADALA ASHA MADHAVI	629	1
XIII.	Sri Chellapilla Sita Rama Murthy & Smt. Suryakantham Gold Medal A04EG090010	PAGADALA ASHA MADHAVI	71	1
XIV.	Professor Lakkasani Venugopal Reddy and Smt. Vasundara Gold Medal A04CO140376	GUDIPATI VENKATA RAMA LAKSHMI	600	1
XV.	Dogiparthi China Pullaiah Memorial Gold Medal A04CO140376	GUDIPATI VENKATA RAMA LAKSHMI	600	1
XVI.	Professor Yakasiri Raja Hara Gopal Reddy & Smt. Vijayalakshmi Gold Medal A04LM020048	GADE NIRMALATHA	626	1
XVII.	Late Sri. Nagam Bikshalu Memorial Gold Medal A03BU010075	ELURI VENKATA SIVA NAGA SATISH KUMAR	1420	1
XVIII.	Late Sri. Naraharisetty Ramakrishnaya & Late Peteti Krishna Rao Gold Medal A04SO140069	NARAHARISETTY SRI HARI	557	1
XIX.	Sri. Pothuri Radha Krishna Murthy Gold Medal A03BA070037	PANGULURI SUJATHA	1071	1
XX.	Professor Viswanadhuni Balamohandas & Smt. Vasantha Gold Medal A03BC110335	KONA ANITHA	1271	1

E) WINNERS OF GOLD MEDALS IN 27TH CONVOCATION OF ACHARYA NAGARJUNA UNIVERSITY

S.No.	Enrol.No.	Student Name	Total Marks	Rank
Academic year 2003-04 Batch				
I.	Smt. Kollimarla Jaysree Memorial Gold Medal A03TL010064	JASTI VANI KUMARI	683	1
II.	Smt. Dr.Vemu Anie Udyasree Memorial Gold Medal A03TL010064	JASTI VANI KUMARI	683	1
III.	Polimetla Satyanarayana & Satyavathi Devi Gold Medal A03HI010028	YETURI BHASKARA RAO	642	1
IV.	Dr. R.Santhi Sree Gold Medal A03EC020008	MAMIDI ANUPAMA	668	1
V.	Sri.Bhavanari Rama Kotaiah, Anasuryamma, Satyanarayana & Jayalakshmi Gold Medal A03MA020024	PANCHANGAM NARASIMHA CHARYULU	601	1
VI.	Prof. Velisetty Chandrasekhara Rao & Dr. Anasuya Gold Medal A03EG010039	SHAIK JABEEN SULATANA	584	1
VII.	Sri Chellapilla Sita Rama Murthy & Smt.Suryakantham Gold Medal A03EG020169	MOHAMMAD NAZIYA KHURSHEED	66	1
VIII.	Prof. L.Venugopal Reddy and L.Vasundara Gold Medal A03CO020411	GADAM SETTY SUBHASHINI	639	1
IX.	Dogiparthi China Pullaiah Memorial Gold Medal A03CO020411	GADAM SETTY SUBHASHINI	639	1
X.	Prof. Yakasiri Raja Hara Gopal Reddy & Smt. Vijayalakshmi Gold Medal A03LM990003	MARUR ARUNA	615	1

STATE BANK OF INDIA

APPLICATION FEE DETAILS

**CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY**

STATE BANK OF INDIA

APPLICATION FEE DETAILS

**CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY**

ORIGINAL

DUPLICATE

Applicant's Name : Mr./Mrs./Kum :

Name of the Course :

Reference No/Enrolment No/New :

ANU, CDE fee Collection A/c.No. : **30036214420 at SBI, ANU Campus
Branch (CodeNo.4793)**

SBI Branch Name :
(Where amount is paid)

Branch Code :
(to be filled by Bank)

Journal No. :
(to be filled by Bank: Write legibly)

Deposit Date :

Purpose of Payment :Towards :

a) Cost of Application form :

b) I Year Fee :

c) II Year Fee :

d) III Year Fee :

e) IV Year Fee :

f) Examination Fee : Supplementary/Betterment Fee

g) Others :

Amount : Rupees in Figures :

Rupees in words :

Payee's Signature

Authorised Signatory of Bank

Note : Separate individual Form must be used for each single payment. Group payments through one form should not be made.

Fee receiving branch is advised to write the Deposit Journal No., Branch Code No. and Amount in words above invariably.

Applicant's Name : Mr./Mrs./Kum :

Name of the Course :

Reference No/Enrolment No/New :

ANU, CDE fee Collection A/c.No. : **30036214420 at SBI, ANU Campus
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d) III Year Fee :

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g) Others :

Amount : Rupees in Figures :

Rupees in words :

Payee's Signature

Authorised Signatory of Bank

Note : Separate individual Form must be used for each single payment. Group payments through one form should not be made.

Fee receiving branch is advised to write the Deposit Journal No., Branch Code No. and Amount in words above invariably.

ANDHRA BANK

ORIGINAL

APPLICATION FEE DETAILS

**CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY**

Applicant's Name : Mr./Mrs/Kum :
Name of the Course :
Reference No/Enrolment No/New :
ANU, CDE fee Collection A/c.No. : 150810011050058 at AB, **ANU Campus**
Branch (CodeNo.1508)

AB Branch Name :
(Where amount is paid)
Branch Code :
(to be filled by Bank)
Transaction ID No. :
(to be filled by Bank: Write leightly)

Deposit Date :
Purpose of Payment :Towards :
a) Cost of Application form :
b) I Year Fee :
c) II Year Fee :
d) III Year Fee :
e) IV Year Fee :
f) Examination Fee :
g) Others :
Supplementary/Betterment Fee

Amount : Rupees in Figures :
Rupees in words :

Payee's Signature : Authorised Signatory of Bank

Note : Separate individual Form must be used for each single payment. Group payments through one form should not be made.

Fee receiving branch is advised to write the Transaction ID No. , Branch Code No. and Amount in words above invariably.

ANDHRA BANK

DUPLICATE

APPLICATION FEE DETAILS

**CENTRE FOR DISTANCE EDUCATION
ACHARYA NAGARJUNA UNIVERSITY**

Applicant's Name : Mr./Mrs/Kum :
Name of the Course :
Reference No/Enrolment No/New :
ANU, CDE fee Collection A/c.No. : 150810011050058 at AB, **ANU Campus**
Branch (CodeNo.1508)

AB Branch Name :
(Where amount is paid)
Branch Code :
(to be filled by Bank)
Transaction ID No. :
(to be filled by Bank: Write leightly)

Deposit Date :
Purpose of Payment :Towards :
a) Cost of Application form :
b) I Year Fee :
c) II Year Fee :
d) III Year Fee :
e) IV Year Fee :
f) Examination Fee :
g) Others :
Supplementary/Betterment Fee

Amount : Rupees in Figures :
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Payee's Signature : Authorised Signatory of Bank

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