PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

(ENTITLED BY THE DISTANCE EDUCATION BUREAU, UGC, NEW DELHI)

OSMANIA UNIVERSITY

(A University with Potential for Excellence and Re-Accredited by NAAC with A+ Grade)

HYDERABAD - 500 007, TELANGANA STATE, INDIA.

PROSPECTUS

2023-24

IVRS (6 Lines) 8886111690
Website : www.oucde.net
Phone No : 040-27098350, 040-27097177
040-27091591, 040-27091605

Seminar Hall

Centenary Conference Hall

Virtual Class Room

An Outside view of Counters

Prof. D. Ravinder
Vice - Chancellor, Osmania University

Prof. P. Laxminarayana
Registrar, Osmania University

Prof. G.B. Reddy
Director
PGRRCDE, Osmania University

Prof. Ashok Kumar Lonavath
Joint Director
PGRRCDE, Osmania University

Dr. V.B. Narsimha
Joint Director
PGRRCDE, Osmania University

Mrs. P. Veeramani
Asst. Registrar, Osmania University

Computer lab

Bio Informatics Lab

ABOUT THE OSMANIA UNIVERSITY

The Osmania University, established in 1918, is the seventh oldest in the country, third oldest in South India and the first to be established in the Princely State of Hyderabad. Though the need for a university for the Hyderabad State was felt, both by the intelligentsia and the people for a long time, the initiative came from a civil servant, Sir Akbar Hydari, who was then the Home Secretary to the State Government. Sir Hydari, in a Memorandum to the Education Minister in early 1917, emphasized the need to establish a University for Hyderabad with 'Urdu' as the medium of instruction "as it was the language of the widest currency in India, official language of the State, and it is a language which is understood by a vast majority of the population of the State" He believed that higher education must have its foundations deep in national consciousness.

The propitious moment, however, came a few months later on 26th April 1917 when a *Firman* was issued for the establishment of the University. The *Firman* also detailed the 'Mission ' and 'Objectives' of the University to be that:

• The ancient and modern, the oriental and occidental arts and sciences are synthesized in such a manner that the defects of the present system of education are rectified.

• The ancient as well as modern methods of physical, intellectual and spiritual education are to be fully utilized along with an effort for the propagation of knowledge, the moral improvement of the students is regulated on the one hand, and research work of a high order in all branches of knowledge is conducted on the other hand.

  Though the medium of instruction of the University was 'Urdu' an Aryan language that has direct Kinship with other languages of the country, instruction of English, as a language, was made compulsory for each student.

One of the basic ideals of Osmania University is to achieve an intellectual synthesis of oriental and occidental learning of the best that has been thought of and said, both in the East and in the West. Further, it aims at a cultural synthesis (as reflected in its architectural variety), the development of a national ethos, and the creation of an academic and social environment in which 'National Integration' is not a nebulous idea but a tangible reality.

VISION OF THE UNIVERSITY

The Vision of the University is to generate and disseminate knowledge through a harmonious blend of ancient and modern wisdom, and to serve the society by developing in students heightened intellectual, cultural, ethical and humane sensitivities; to foster a scientific temper, and to promote professional and technological expertise.

 Central to this vision is a commitment to regional and national development in consonance with our culture, heritage and environment.

MISSION OF THE UNIVERSITY

• To achieve excellence in teaching and research

• To generate, disseminate and preserve knowledge

• To meet the challenges of a complex, and modern society through informed social outreach

• To empower through knowledge and information

• To develop a responsible and productive citizenry

• To develop, enhance and improve the quality of human resources

- To cultivate resolute moral and ethical values
- To meet contemporary regional and national needs and anticipate future social and economic development
- To preserve and promote cultural heritage, humanistic and spiritual values.

ABOUT THE PROF. G RAM REDDY CENTRE FOR DISTANCE EDUCATION, OSMANIA UNIVERSITY (PGRRCDE)

The PGRRCDE was established in the year 1977. Ever since the Osmania University established the Centre for Distance Education, the Centre has witnessed phenomenal growth and emerged as a pioneering institution in the field of Distance Education, with Potential for Excellence. The Centre has been named after Prof. G. Ram Reddy who was the doyen of Distance Learning in India and also the Vice Chancellor of Osmania University for two terms. He was the founding Vice Chancellor of first Open University in India in 1982, then known as Andhra Pradesh Open University (Dr. B.R. Ambedkar Open University) and Indira Gandhi National Open University. (IGNOU), Vice President of the Commonwealth of Learning (COL) Vancour, Canada, apart from being the Chairman of UGC and Chairman of the Indian Council of Social Science Research (ICSSR).

THE VISION

To unlock the potential of individuals and leave a lasting impact on the world through the transformative power of education and research with the motto of "EDUCATION FOR ALL" and "EDUCATION AT DOORSTEP".

THE MISSION

- To provide affordable and accessible higher education at door step transcending social, economic, gender and age barriers;
- To ensure the quality of programmes being offered in open and distance learning mode and online mode;
- To provide flexible learning opportunities not only through face-to-face interaction between the teacher and learner but also by using internet, e-learning materials and full-fledged programme delivery using technology assisted mechanism and resources;
- To keep track of delivery of e-learning programmes, learner's engagement, assessment, results, reporting and other related details in one centralised location;
- For advising, counselling, providing interface between the teachers and the learners, rendering any academic related service and assistance required, inter alia, by the learners of open and distance learning mode; and
- For providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the learners or learner support services to deliver teaching-learning experiences, including practical or work experiences.

THE FUNCTIONS OF CENTRE FOR DISTANCE EDUCATION INCLUDE:

- To provide a system of learner centered self-paced studies;
- To provide flexible, diversified and need based courses;
- To provide access to higher education for all, in order to realize' Higher Education for All (HEFA);

- To facilitate Open and Distance Learning for the benefit of those persons not able to pursue their education through regular mode.
- To offer Open Distance Learning and Online courses in emerging and job-oriented courses; and
- To facilitate knowledge acquisition throughout one's life and be an active member in a knowledge society.

At present the student support services at the Centre for Distance Education are essentially based on the supply of reading materials for home study by the learner, supported and supplemented by facilities, like study Centers or Authorized Learning Centers. This is found to be well received from student target groups. The Distance Education mode with interactive learning system at the core is the need of the day.

PURSUING OF TWO ACADEMIC PROGRAMMES SIMULTANEOUSLY : A Student pursuing Regular UG / PG course either in Osmania University or Other Universities may join any of the Distance / ODL courses offered by PGRRCDE, O.U. with effect from the academic Year 2023-2024 as per the guidelines issued by the UGC, New Delhi in April 2022 and the Guidelines approved by the Osmania University in the meeting of the Standing Committee of the Academic Senate held on 20th May 2023 (available on the website of PGRRCDE, O.U.)

LIBRARY FACILITIES:

The Centre for Distance Education provides excellent study facilities to assist students learning. The CDE library is located at its campus .About 24,480 reference books are available in the Library beside Course materials, (prescribed, suggested and additional), audio – visual material and journals are available in the library. 7 Weekly & Monthly journals and 7 Daily News Paper are also available in the library and one e-library with 10 computer systems with internet facility.

COMPUTER LAB FACILITIES:

1. MCC (Modular Certificate Course) Lab with 40 Computer Systems
2. PGDCA Lab with 60 Computer Systems.
3. MCA Lab with 90 Computer Systems.
4. Data Science Lab with 90 Computer Systems.
5. EDP (Electronic Data Processing) with 3 Servers and 8 Desktops with high configaration.
6. Bio informatics Lab with computer systems.
7. Virtual class room with sound proof consisting of 2 desktops & one projector.

COURSES OFFERED, MEDIUM OF INSTRUCTION, DURATION AND FEE STUCTURE

Course	Medium	Duration	Fee** (Rs.) Per Annum
M.B.A.	EM	2 yrs (4 – Sems)	20,000/-
M.C.A.	EM	2 yrs (4 – Sems)	15,000/-
M.A. (Hindi)	HM	2 yrs (4 – Sems)	8,000/-
M.A. (Urdu)	UM	2 yrs (4 – Sems)	8,000/-
M.A. (Telugu) M.A. (Sanskrit)	TM EM	2 yrs (4 – Sems)	8,000/-
M.A. (English)	EM	2 yrs (4 – Sems)	9,000/-
M.A. (Philosophy / Sociology / Public Personnel Management./ Public Administration)	EM	2 yrs (4 – Sems)	8,000/-
M.A. (Economics / History) M.A. (Political Science)	EM EM / TM	2 yrs (4 – Sems)	8,000/-
M.A. (Psychology)	EM	2 yrs (4 – Sems)	10,000/-
M.Com.	EM	2 yrs (4 – Sems)	9,000/-
M.Sc. (Mathematics)	EM	2 yrs (4 – Sems)	9,000/-
M.Sc. (Statistics)	EM	2 yrs (4 – Sems)	8,000/-
B.A.(Total 30 Combinations)	EM /TM	3 yrs	4,000/-
B.A. (Mathematics & Statistics)	EM	3 yrs	4,000/-
B.Com. (General)	EM /TM	3 yrs	5,000/-
BBA	EM	3 yrs	8,000/-
Advanced Diploma in Mathematics	EM	1 yr (2 - Sems)	8,000/-
Advanced Diploma in	EM	1 yr (2 - Sems)	8,000/-
English Language Teaching Advanced Diploma in	EM	1 yr (2 - Sems)	8,000/-
Business Management Advanced Diploma in Bioinformatics	EM	1 yr (2 - Sems)	32,000/-
Advanced Diploma in Computer Applications	EM	1yr (2 - Sems)	18,000/-
Advanced Diploma in Data Science	EM	1yr (2 - Sems)	20,000/-
Advanced Diploma in Entrepreneurship Development	EM	1 yr (2 - Sems)	15,000/-
Advanced Diploma in Vedic Astrology	TM	1yr (2 - Sems)	8,000/-
Advanced PG Diploma in Vedic Astrology	TM	1yr (2 - Sems)	10,000/-
Certificate Course in Yoga	EM	6 months	6,000/-

REGISTRATION FEE:

The Candidate has to register for the course which he/ she would like to pursue by paying the Registration fee of Rs.300/- **through online.(www.oucde.net)** After the Registration, the next step is the Verification of the Certificates. After this, the candidate has to pay the course fee through online as mentioned in the above table.

As per the UGC - DEB, New Delhi Guidelines, Admissions for all the Courses (U.G, P.G, MBA, MCA, Advanced/P.G. Diplomas) are made in two phases:

1)	1 st Phase Admissions for all the Courses	July - August *
2)	2nd Phase Admissions for all the Courses	January - February*

As may be notified by UGC - DEB from time to time.

INSTRUCTIONAL SERVICES:

1.   MEDIUM OF INSTRUCTION:

The medium of instruction for Open Distance Learning (ODL) courses will be either English or Telugu or Urdu both depending on the course as specified in this Prospectus.

2.   COURSE MATERIAL:

Printed Course material is provided for all the courses. It may be supplemented / substituted by e-material and links to e-resources on the Subject.

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1.   Registration of Mobile Number is mandatory

2.   Please visit our website **www.oucde.net** frequently for updates

3.   Preserve I. D. Card till the completion of the course

4.   Change of address, and phone numbers should be informed to PGRRCDE

5.   Assignments papers should be hand written and submitted before the due date

6.   Carry I. D. Cards always to PGRRCDE

7.   Registration for First year Exam is compulsory for promotion for subsequent Years.

8.   PGRRCDE students App must be downloaded and used by every ODL Student.

9.   Other State students should obtain "**Equivalency" Certificate**" from Board of Intermediate, Telangana State for the admission into Graduate course, whereas the equivalency certificate has to be obtained from Deputy Registrar (Academic), OU, for the admission into Post Graduate courses.

10.   Visit www.oucde.net or use **PGRRCDE students App** for the following information.

- Time table for Contact/ Weekend classes
- Payment of Examination Fee
- Dates for Submission of Assignments
- Downloading of Examination Hall Tickets

- Examination Time Tables

11. Collect Study material immediately after the payment of course fee at the respective counter by showing the fee receipt.

12. No refund of fee will be made once remitted. **There is no fee concessions to any category of students.**

13. You must quote the following information for all your correspondence:

    - Name of the Candidate
    - Enrolment Number
    - Name of the course
    - Subject

14. You must preserve the following till you complete your study (i) Fee Receipts (ii) ID card (iii) Transfer Order

15. Subject to availability, the study material will be issued in full, on admission and on payment of fee in full.

16. Please note that Enrolment Number and Hall Ticket Number are the same.

17. Those who submit the admission form Online can collect the study material from the Study Material section by showing the online fee receipt and Identity Card. Those in second year, who paid the tuition fee through Online, can also collect the study material from the Study Material section by showing the online fee receipt/Acknowledgement.

18. All matters relating to examinations/ results / marks / certificates will be dealt with only by the Controller of Examinations, Osmania University, Hyderabad-7.

19. Transactions Timings at counters for all services of students including admission:

Monday to Saturday	**:**	**10.30 a.m. to 1.30. p.m.**
	:	**2.00 p.m. to 5.00 p.m.**
Second Saturday	**:**	**10.30 a.m. to 1.30 p.m.**

20. Every candidate once admitted shall have to pay the tuition fee for the whole year and in each semester as prescribed. 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 / semester as the case may be.

21. Late fee will be charged after the due date of payment of Tuition fee.

22. The Examination fees have to be paid by the candidates as and when the notification is issued for the payment of Exam fee for various courses. **Late fee will be charged after the due date of payment of Examination fee.**

23. Annual examinations normally will be held during June / July. Semester Examinations are normally held in the month of May (I & III semester) and September (II & IV Semesters).

24. For Graduate courses (BA/B.Com. /BBA) the examinations are conducted along with the regular course.

25. For all legal matters the jurisdiction is restricted to Hyderabad City only.

26. 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 NO change of subject will be entertained.

27. According to the norms of the University, a candidate who completes his Degree in Supplementary Examinations will **NOT** be eligible for admissions in PG course in the same academic year.

28. The students of the PGRRCDE are not eligible for bus pass facility & Hostel Accommodation. Further, that they are also not eligible for any other Scholarship from Govt. / University.

29. Candidates who have studied a part of their course through PGRRCE will not be permitted to seek admission to the regular college under the jurisdiction of the Osmania University.

30. All enquiries and correspondence relating to the Prof. G. Ram Reddy Centre for Distance Education must be addressed to :

THE DIRECTOR,

Prof. G. Ram Reddy Centre for Distance Education,
Osmania University, Hyderabad- 500 007,
Telangana State, India

GENERAL ELIGIBILITY CRITERIA

1. There is no age restriction for admission to any course.

2. Candidates will be admitted without any Entrance Test provided the candidate fulfils the requisite qualifying conditions mentioned for the course. (Except MBA & MCA courses for which entrance requirement is prescribed).

3. The PGRRCDE, OU offers the ODL courses strictly in accordance with the norms of UGC (ODL) Regulations 2020 regarding the territorial jurisdiction.

4. Candidates from abroad are also eligible for admission to all courses provided:

   a. They fulfill the requisite qualifying conditions mentioned in the prospectus.

   b. They furnish an address and local phone number in INDIA for correspondence and dispatch of study material and information.

   c. PGRRCDE does not entertain any correspondence on foreign address.

   d. They should come to Hyderabad for writing the examinations till they complete the course (unless permitted to write online).

5. Candidates who have passed the qualifying examination conducted by the Board / University which are under the jurisdictional area of other States shall have to obtain an **"Equivalency Certificate"** from the Deputy Registrar (Academic), Osmania University to the effect that they are eligible for admission into the university courses.

COURSES OFFERED, MEDIUM OF INSTRUCTION AND ELIGIBILITY CRITERIA

Course Name	Medium	Eligibility Criteria
M.B.A.	EM	A Graduate qualified in TS ICET /AP ICET – 2023. or Entrance Test conducted by PGRRCDE, OU & securing minimum 50% marks (45% marks for BC/SC/ST) in any Graduation and passed in 10+2+3 or 10+2+4 or 10+3+3 pattern / Scheme.
M.C.A.	EM	A Graduate qualified in TS ICET /AP ICET – 2023. or Entrance Test conducted by PGRRCDE, OU & securing minimum 50% marks (45% marks for BC/SC/ST) in any Graduation and passed in 10+2+3 or 10+2+4 or 10+3+3 pattern / Scheme. Candidate should have studied the mathematics as one of the subjects at 10+2 (or) at Degree level.
M.A. (Hindi)	HM	Any Graduate who studied in Hindi medium up to 10th Class / SSC or Hindi as a subject in Graduation
M.A. (Urdu)	UM	Any Graduate who studied in Urdu medium up to 10th Class / SSC or Urdu as a subject in Graduation
M.A. (Telugu)	TM	Any Graduate
M.A. (Sanskrit)	EM	Any Graduate
M.A. (English)	EM	Any Graduate
M.A. (Philosophy / Sociology / Public Personnel Management./ Public Administration)	EM	Any Graduate
M.A. (Economics / History)	EM	Any Graduate
M.A. Political Science	EM /TM	Any Graduate
M.A. (Psychology)	EM	Any Graduate
M.Com.	EM	Any Graduate
M.Sc. (Mathematics)	EM	Any Graduate in Mathematics / BE / B.Tech.
M.Sc. (Statistics)	EM	Any Graduate in Mathematics, Statistics and BE / B.Tech
B.A. (Total 30 Combinations)	EM /TM	Pass in Intermediate or 10+2 level or equivalent examination
B.A. (Mathematics&statistics)	EM	Pass in Intermediate or 10+2 with Mathematics as one of the optional subjects.
B.Com. (General)	EM /TM	Pass in Intermediate or 10+2 level or equivalent examination
BBA	EM	Pass in Intermediate or 10+2 level or equivalent examination
Advanced Diploma in Mathematics	EM	Any Graduate
Advanced Diploma in EnglishLanguage Teaching	EM	Any Graduate
Advanced Diploma in Business Management	EM	Any Graduate
Advanced Diploma in Bioinformatics	EM	B.Sc. / M.Sc. /B.Sc. (Ag.)/B. Pharmacy / BVSc./ MBBS / BDS / BAMS / BUMS /BHMS / BE with 50% of marks
Advanced Diploma in Computer Applications	EM	Any Graduate
Advanced Diploma in Data Science	EM	Any Graduate
Advanced Diploma in Entrepreneurship Development	EM	Any Graduate
Advanced Diploma in Vedic Astrology	TM	Any Graduate
Advanced PG Diploma in Vedic Astrology	TM	Pass in Diploma / Advanced Diploma/Post-Graduate Diploma in Vedic Astrology or its equivalent
Certificate Course in Yoga	EM	SSC / Matriculation / Equivalent

MODE OF PAYMENT OF COURSE FEES FOR P.G. SEMESTER WISE COURSES

S.No.	Course Name	Fee Amount			
		Previous Year		Final Year	
		I Semester	II Semester	III Semester	IV Semester
1	M.Com	Rs.4,500/-	Rs.4,500/	Rs.4,500/-	Rs.4,500/
2	M.Sc. (Mathematics)	Rs. 4,500/-	Rs. 4,500/	Rs. 4,500/-	Rs. 4,500/
3	M.Sc. (Statistics)	Rs. 4,000/-	Rs. 4,000/	Rs. 4,000/-	Rs. 4,000/
4	M.A.(Public Personnel Management)	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
5	M.A. Public Administration	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
6	M.A. Political Science	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
7	M.A. Economics	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
8	M.A History	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
9	M.A. Sociology	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
10	M.A. Psychology	Rs. 5,000/-	Rs.5,000/	Rs. 5,000/-	Rs.5,000/
11	M.A. English	Rs. 4,500/-	Rs. 4,500/	Rs. 4,500/-	Rs. 4,500/
12	M.A. Telugu	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
13	M.A. Hindi	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
14	M.A. Sanskrit	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
15	M.A. Urdu	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-
16	M.A. Philosophy	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-	Rs. 4,000/-

Note: MBA, MCA and Advance Diploma Semester wise course fee is not included in the above Table and they are mentioned at relevant places.

DIRECT ADMISSION TO SECOND YEAR

The following categories of P.G. students are only eligible for direct admission to the second year of the two years courses.

i)   A Post Graduate candidate who withdraws from a regular college of the Osmania University after completion of her/his first year (I & II semesters) can seek admission directly to the second year (III semester) with due permission from the Registrar (Academic), O.U.

ii)   Students of the Osmania University with a back-log of subjects in one or two or even all papers (i. e. both promoted and failed students) in the first year (after completion of course study of the first two semesters) will also be admitted directly to the second year (III semester) with due permission from the Registrar (Academic), OU

VERIFICATION OF ORIGINAL CERTIFICATES:

After the registration the students are required to approach the PGRR Centre for Distance Education, Osmania University Campus or nearest study Center for the Certificates

verification. Students are required to submit all their original certificates for verification. The following certificates are essential to take admission in P.G. course:

1. Original Memo of Marks of Qualifying examination (BA/B.Com./B.Sc./B.Tech/ B.E.Degree Examination)

2. Transfer Certificate in original from the college last studied (Not returnable) (In case of a candidate pursuing two degree programmes simultaneously i.e., one in regular mode and the other through PGRRCDE, he/she has to submit the TC in original in primary course and a photocopy thereof in the secondary course.See O.U. Guidelines for further details)

3. Original Degree Provisional/ Convocation Certificate.

4. Original S.S.C. and Intermediate certificates.

5. SC/ST/BC/PHC certificates (If applicable)

6. **Migration Certificate** is to be submitted in original (not returnable), in case the candidate has passed the qualifying Examination from Universities in India, other than Osmania University along with a fee for **Rs.125/-.** A candidate who fails to submit Migration Certificate (as some of the Universities are not issuing Migration certificate) will be charged a fee of **Rs. 425/— in lieu of Migration Certificate.**

STUDY MATERIAL

The Self- Instructional study/ course material will be provided for all papers. The students who take admission in person can collect the material in person by showing the fee receipt and Identity card from the study material section of the centre. The material will be sent by post depending on the mode of payment of their tuition fee and availability of such material.

CONTACT CLASSES:

Contact between teachers and the taught will be provided by arranging the Contact cum-counseling classes for a period of 10 to 15 days at the end of the academic year/semester and prior to the semester/Annual Examinations as the case may be. Students should produce their identity card for attending these classes. No Hostel / boarding arrangements will be made by the Centre and the students have to make their own arrangements for staying in Hyderabad / District study centers for attending these contact classes

PYSCHOLOGY PRACTICAL CLASSES: The Practical classes will be conducted at PGRRCDE, O.U. Campus, Hyderabad, for M.A. Psychology I & II year prior to the Annual/ semester Examinations. **It is compulsory for all the students to attend these practical classes conducted for 5 days.**

NOTE: The students of the courses having Practical Examinations have to pay the fee of Rs.500/- (per year) in addition to the normal Exam fee.

COMPULSORY FOR M.A. PSYCHOLOGY

Attending all Practical classes in a batch in which the candidate is included, is compulsory for appearing in M.A. Psychology (Pre) (Paper-V) and M.A. Psychology (Final) (Paper-V) Practical Examinations

Attending theory - cum - experimental learning contact classes of M.A. Psychology (Final) Elective Papers [III A and IV A (or) III B and IV B] is compulsory for appearing in theory exams in the papers concerned.

EXAMINATIONS

1)   RULES OF EXAMINATION:

Examination fee payment details can be obtained by the candidates through PGRRCDE website: **www.oucde.net**

NOTE: The students of the courses having Practical Examinations have to pay the fee of Rs.500/- (per year / Semester) in addition to the normal Exam fee.

2)   SCHEME OF THE EXAMINATION:

- There is no "detention" system in Distance Education. Students who have failed will be allowed to continue the course of study for the next year. with the following conditions.

- In case of PG courses, candidate have to complete the course in four academic years from the date of joining. Those who could not complete the course within four years, have to **Re-register** by paying Rs.500/- for every year. Those who have paid the examination fee both for previous and final year/semester but failed to appear/ appeared and failed only are eligible for **"Re-Registration".**

- The candidates who have completed four years period from the year of Registration and have registered to M.A., M.Com., M.Sc. (Mathematics) and M.Sc. (Statistics) Previous examinations but not registered for Final year examinations, have to pay **Re-Registration fee** of **Rs. 1000/-** for permission to appear for their Final year exams in addition to the normal exam fee. Similar procedure has to be followed for the courses offered with semester system.

- Candidates who have completed four years period from the year of registration and paid term fee for previous year but not registered and paid exam fee for previous examinations, have to pay Rs.1000/ towards Re-Registration fee for permission to appear for the previous examinations, and they are eligible to write the final year examinations in the next academic year by paying Rs.500/- every year towards Re-Registration fee in addition to the normal examination fee. Similar procedure has to be followed for the courses offered with semester system.

Candidates appearing for P.G. Examinations should register first for PREVIOUS examinations. **They cannot appear for both Previous and Final Year examination simultaneously unless they register for PREVIOUS examination in the preceding year.**

INTERNAL ASSIGNMENTS (IA) :

Every student of M.A./ M.Com./M.Sc. I & II Year (all the Four semesters) who have paid Examination Fee for the First time only have to write and submit Assignment for each paper compulsorily for that Year / Semester. Each assignment carries 20 / 30 marks as per the scheme and syllabus. University Examinations will be held for 80 / 70 marks as per the scheme and syllabus. The concerned faculty evaluates these assignment scripts. The marks awarded to the Candidates will be forwarded to the Controller of Examination, for inclusion in the University Examination marks. If Candidate fails to submit Internal Assignments before the stipulated date, the internal marks will not be added to University examination marks under any circumstances. The assignment marks will not be accepted after the stipulated date. Internal Assignment should be submitted only when examination fee is paid for the first time.

Students have to pay Rs. 300/- towards Internal Assignment Fee along with the Examination Fee prescribed and submit the Online Fee Receipt / Acknowledgement along with assignments at the concerned counter before stipulated date and obtain proper receipt.

Assignments on Printed / Photocopy / Typed papers will not be accepted and will not be evaluated at any cost. Only hand written Assignments (with blue pen) will be accepted and evaluated.

SCHEME OF PAPERS WITH TITLES FOR M.COM., / M.SC., / M.A., COURSES:

SCHEME OF INSTRUCTION FOR SEMESTER-I (W.E.F. ACADEMIC YEAR 2023-24)

SUBJECT: M.A. (TELUGU)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Prachina Sahithya charithra	30	70	100	3 Hrs.	05
2	102	Sampradaya Sahithyam - Pathyamshalu	30	70	100	3 Hrs.	05
3	103	Alankaara Shashtram	30	70	100	3 Hrs.	05
4	104	Bala Vyakaranam	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (ENGLISH)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	The English language, History, Structure and Description	30	70	100	3 Hrs.	05
2	102	British Poetry	30	70	100	3 Hrs.	05
3	103	American Literature – I	30	70	100	3 Hrs.	05
4	104	Indian Writing in English - I	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (SANSKRIT)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Sanskrita Sahityam - 1	30	70	100	3 Hrs.	05
2	102	Vyakarana Sahityam	30	70	100	3 Hrs.	05
3	103	Vaidika Sahityam -1	30	70	100	3 Hrs.	05
4	104	Darshan Sahityam -1	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (HINDI)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Hindi Sahitya Ka Itihas (Aadi Kal, Bhakthi Kal aur Reeti Kal)	30	70	100	3 Hrs.	05
2	102	Hindi Sahitya Ka Prachin Madhya Kalleen Kavya	30	70	100	3 Hrs.	05
3	103	Hindi Gadya Sahitya	30	70	100	3 Hrs.	05
4	104	Bharatiya Sahitya	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (URDU)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Urdu Zaban – O-Adab (beginning to Behmani Period)	30	70	100	3 Hrs.	05
2	102	Aditshahi-O-Qutubshahi Daur(1490-1687)	30	70	100	3 Hrs.	05
3	103	Classiki Shaeri (1700-1800)	30	70	100	3 Hrs.	05
4	104	Classic Prose (1750-1857)	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (PHILOSOPHY)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	History of Western Philosophy	30	70	100	3 Hrs.	05
2	102	History of Indian Philosophy	30	70	100	3 Hrs.	05
3	103	Moral Philosophy	30	70	100	3 Hrs.	05
4	104	Logic and Epistemology	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (ECONOMICS)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Micro Economics - I	30	70	100	3 Hrs.	05
2	102	Macro Economics - I	30	70	100	3 Hrs.	05
3	103	Quantitative Methods - I	30	70	100	3 Hrs.	05
4	104	Agricultural Economics - I	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (POLITICAL SCIENCE)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Western Political Thought -I	30	70	100	3 Hrs.	05
2	102	International Relations – I	30	70	100	3 Hrs.	05
3	103	Indian Political System	30	70	100	3 Hrs.	05
4	104	Political Sociology	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (PUBLIC PERSONAL MANAGEMENT)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Environment of Public Organizations – I	30	70	100	3 Hrs.	05
2	102	Management Science – I	30	70	100	3 Hrs.	05
3	103	Organizational Behaviour – I	30	70	100	3 Hrs.	05
4	104	Personnel Management – I	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (PUBLIC ADMINISTRATION)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Administrative Theory-I	30	70	100	3 Hrs.	05
2	102	Indian Administrative Systems-I	30	70	100	3 Hrs.	05
3	103	Comparative Public Administration-I	30	70	100	3 Hrs.	05
4	104	Financial Administration-I	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (HISTORY)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	History of India : from Earliest time to 1206 CE	30	70	100	3 Hrs.	05
2	102	World History : 1453-1871 CE	30	70	100	3 Hrs.	05
3	103	History and Culture of Telangana from earliest times to 1724 CE	30	70	100	3 Hrs.	05
4	104	Ancient Civilizations	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (SOCIOLOGY)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Principles of Sociology	30	70	100	3 Hrs.	05
2	102	Classical Sociological Thought	30	70	100	3 Hrs.	05
3	103	Rural and Urban Sociology	30	70	100	3 Hrs.	05
4	104	Social Stratification and Social Mobility	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.A. (PSYCHOLOHY)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Cognitive Psychology	30	70	100	3 Hrs.	05
2	102	Personality Theories and Assessment	30	70	100	3 Hrs.	05
3	103	Psychopathology	30	70	100	3 Hrs.	05
4	104	Life Span Development	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.COM

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Indian Accounting Standards	30	70	100	3 Hrs.	05
2	102	Managerial Economics & Business Environment	30	70	100	3 Hrs.	05
3	103	Marketing Management	30	70	100	3 Hrs.	05
4	104	Financial Management	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.SC (MATHEMATICS)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Abstract Algebra	30	70	100	3 Hrs.	05
2	102	Mathematical Analysis	30	70	100	3 Hrs.	05
3	103	Ordinary Differential Equations	30	70	100	3 Hrs.	05
4	104	Elementary Number Theory	30	70	100	3 Hrs.	05

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.SC (STATISTICS)

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	101	Mathematical Analysis and Linear Algebra	30	70	100	3 Hrs.	03
2	102	Probability Theory	30	70	100	3 Hrs.	03
3	103	Distribution Theory	30	70	100	3 Hrs.	03
4	104	Estimation Theory	30	70	100	3 Hrs.	03

Scheme of instruction for Semester II, III & IV will be uploaded on CDE website.

SUBJECT: M.SC (STATISTICS PRACTICALS)

S. No.	Paper Code	Title of the paper	U.Exam	Total Marks	No. of Credits
1	151	Statistical methods using python	50	50	2
2	152	Linear Algebra (using R)	50	50	2
3	153	Distribution theory & Estimation theory	50	50	2
4	154	Data Handling (using R)	50	50	2

IA= Internal Assignment, UE= University Examination

RULES FOR IMPROVEMENT:
PAPER-WISE IMPROVEMENT:

Paper-Wise improvement is permissible either in the individual paper or in the whole of an examination, only when he / she has passed in the first attempt, conducted by the University for that batch of Regular students admitted to the course along with him/her.

i.   Candidates are permitted to appear for paper-wise improvement only once for year / semester wise examination.

ii. Candidate who wishes to improve his / her performance, in any year / semester wise examination is required to do so by appearing in the next immediate regular examination, along with the next batch of regular students, conducted by the University. Even if a student has passed in one or two or three papers in the previous or final year / semester wise in their first attempt, can appear for paper-wise improvement along with backlogs (i.e., along with failed papers) in the next immediate examination. Paper-wise improvement is not permissible on completion of any backlog papers.

Note: Backlog means those who have registered for the examination but absent in one or more papers, or failed in any paper or not registered for the examination along with his/ her batch of students.

iii. Candidates appearing for paper-wise improvement are permitted to retain the better of the two performances (marks) in individual papers, for the purpose of award of division.

AGGREGATE IMPROVEMENT:

When the Candidates exhausted the chances of paper-wise improvement in any year / semester, they shall be permitted to appear for aggregate improvement as per the following conditions.

i)   The aggregate improvement is permissible only if he / she appears for the whole examination and not in individual papers. The candidate can appear either for previous or final or for both under year-wise scheme of examination or semester-wise scheme as applicable. The candidates have to appear for improvement examinations as per the scheme and syllabus in vogue at the time of taking the examination.

ii) When the candidate appears for the whole examination either under year-wise or semester-wise scheme (as applicable) for aggregate improvement, he/ she shall have the OPTION to retain the better of the aggregate marks of the two examinations taken as a whole and not the better performance in individual paper(s).

Further, the candidate is allowed to appear for aggregate improvement either in previous or final or both but not exceeding (2) chances in previous or final year each. The same shall be applicable to the Semester- wise system.

iii) Candidates who appear for improvement of performance under the above two categories are not eligible for the award of Distinction/ Prizes/ Merit Certificates etc.

Note: These rules for improvement may change from time to time. The candidates are advised to seek clarification from the concerned counter of PGRRCDE and also from the Examination branch of the Osmania University.

AWARD OF DIVISION:

	Equivalent Grading
First division with distinction	70% of marks and above
First division	60% & above and less than 70%
Second division	50% & above and less than 60%
Pass division	40% & above and less than 50%

ENROLMENT NUMBER AND IDENTITY CARD

- Every candidate who is admitted to the PGRR Centre for Distance Education will be assigned an Enrolment Number which will hold good during the entire period of the course. In all communications the student must invariably mention this enrolment number in full. Correspondence without enrolment number will cause delays and difficulties both to the Centre and the student and at times the Centre may not be in a position to respond. The Enrolment Number will also be used in the examination as Hall Ticket number.

- Every candidate admitted at the centre will also be supplied with an Identity Card by the Centre with the enrolment number. This card must be produced whenever required by the authorities at the time of Contact cum Counseling Sessions, University Examinations, and at Library. If the Original Card is lost, a duplicate card will be issued on remittance of Rs.100/- through On-line payment. At the time of taking Degree Certificate ID Card should be submitted to the Examination Branch.

CERTIFICATES TO BE OBTAINED FROM THE CENTRE

(i) Transfer, Bonafide and Migration Certificates:

To obtain the T.C., Bonafide and Migration certificate the candidates have to apply online by paying the stipulated fee through the Website **www.oucde.net**

These certificates will be issued on the online payment of **Rs. 200/-** for Transfer Certificate, **Rs.100/-** for Bonafide Certificate and **Rs.200/-** for Migration Certificate. The Transfer Certificate will be issued only when the candidate submits the Original Transfer Certificate issued by the previous college after passing the qualifying Examination and only after clearing the dues, if any. The candidate should pay tuition fee for all the terms before issue of Transfer Certificate. The candidates to obtain these certificates by post are required to Pay Rs.100 /- towards Postal charges in addition to the prescribed fee for the certificates through online

CERTIFICATES TO BE OBTAINED FROM THE OFFICE OF

THE CONTROLLER OF EXAMINATIONS, O.U.

(1) Provisional Certificate

(2) Degree Certificate

(3) Consolidated Memo of Marks

To obtain the Provisional Certificate, Degree Certificate and consolidated Memo of Marks for all the courses (UG/PG/PG Diplomas/MBA/MCA) the candidates have to apply online to the Controller of Examinations, Examination Branch, Osmania University, through the Website: **www.osmania.ac.in**

MASTER OF BUSINESS ADMINISTRATION (MBA) COURSE

(A)   GENERAL ELIGIBILITY CRITERIA

1.   There is no age restriction for admission to MBA Course.

2.   Candidates who have passed the qualifying examination conducted by the Board / University which are under the jurisdictional area of other States shall have to obtain an Equivalency Certificate from the Deputy Registrar (Academic), Osmania University to the effect that they are eligible for admission into the university courses.

(B)   ELIGIBILITY:

Any Graduate (10+2+3 or 10+2+4 or 10+3+3 pattern) with 50% marks (45% marks for BC/SC/ST candidates)

1.   A Candidate should Qualify in the Current year TS –ICET or AP - ICET (Integrated Common Entrance Test for MBA/ MCA) / OU Eligibility Test (conducted by OU for admissions into MBA / MCA of OU)

2.   A pass in S.S.C is mandatory.

(C)   TRANSFER OF STUDENTS:

Transfer of students from Regular college to PGRRCDE in MBA/ MCA is allowed with due permission of the Dy. Registrar, (Academic), OU. However, there is no transfer of M.B.A. students of PGRRCDE to regular college.

(D)   DURATION OF THE COURSE:

Two academic Years (Four Semesters) for MBA

(E)   FEE DETAILS:

MBA- Two Years (IV Semesters) Rs. 10,000/- per each Semester

Study material in full will be issued to those who have paid the full fee

(F)   CERTIFICATES/DOCUMENTS REQUIRED FOR VERIFICATION :

i)   S.S.C, Intermediate and B.A./ B.Sc./ B.Com./ B.E./ B.Tech. Degree

Certificates Original with One Xerox copy, (Originals will be returned soon after verification).

ii)   TS –ICET or AP-ICET / OUET CURRENT YEAR & Hall Ticket Original along with a Photostat copy.

iii)   TS ICET / AP ICET CURRENT YEAR Rank Card / Eligibility Test Card

iv)   Transfer Certificate in original, from the college last studied. (NOT RETURNABLE) as per the procedure / Guidelines issued by O.U. For dual degree the rules are applicable as per O.U guidelines.

v)   In case of SC/ST/BC/Physically Handicapped (PHC) enclose a Xerox copy of the certificate.(Original Certificates for verification)

(G) ENCLOSURES FOR EXAMINATION ONLINE APPLICATION FORM

The following documents must be attached with the examination Online application form.

(I) Migration Certificate should be submitted in original (NOT Returnable) in case the candidate has passed the qualifying Examination from Universities in India, other than Osmania University. A candidate who fails to submit Migration Certificate (where the Universities are not issuing Migration certificate) will be charged a fee of Rs. 425/- in lieu of Migration Certificate.

(H) MEDIUM OF INSTRUCTION AND STUDY MATERIAL

The medium of instruction and the Study material for M.B.A. is offered only in English Medium.

(I) METHOD OF INSTRUCTION

1. STUDY MATERIAL

The material is normally dispatched to the students in one or two installments. The students who take admission in person can collect the material in person by showing the online fee receipt and Identity Card from the material section of the centre.

2. CONTACT PROGRAMME:

Contact between teachers and the taught will be provided by arranging the Contact cum-counseling classes on Second Saturdays and Sundays for M.B.A. students. The venue of the classes' exact dates and timings of the commencement of contact classes will be intimated to the candidates through SMS alerts to their Registered Mobile Number. Students should produce their identity card for attending these classes. No Hostel/ boarding arrangements will be made by the Centre and the students have to make their own arrangements for staying in Hyderabad.

(J) INTERNAL ASSIGNMENTS :

Submission of Assignments is Compulsory for the Students of M.B.A. Each Candidate has to submit **Two Assignments** for each paper which carries 15 marks each before the stipulated date. Assignments should be **handwritten only.** Assignments on printed / Photo copy or on typed papers will not be accepted and will not be evaluated at any cost. Assignment question paper will be available online **(www.oucde.net)** before the commencement of Semester examination. Assignments will not be valued if candidate don't submit examination application form. Assignments will be evaluated by the faculty and marks secured will be added to the University Examination. This will be applicable to the candidates who have registered for the examinations for that particular year/ Semester only.

(K) FEE FOR INERNAL ASSIGNMENT AND PROJECT REPORT

Students have to pay Rs.500/- fee towards Internal Assignment semesters wise and Rs.1200/- fee for submission of Project Report through online and submit the online fee payment receipt along with Assignments at the concerned counter on or before stipulated date.

(L) EXAMINATIONS

i) RULES OF EXAMINATION:

a. There will be University Examinations at the end of each Semester.

b. The minimum pass marks in each paper as well as aggregate is 40%.

c.   Candidates have to pay Examination Fee through Online Only.

d.   Examination Hall Tickets can be downloaded from PGRRCDE

Website **www.oucde.net** at the time of Examinations only.

ii)   SCHEME OF THE EXAMINATION:

a.   There is no "detention" system in Distance Education. Students who have failed also will be allowed to continue the course of study for the next year.

b.   However they have to complete the course in four academic years from the date of joining for two year Course. Those who could not complete the course within four years, have to re-register by paying Rs.1500/- every year in addition to the normal examination fee. Those who have paid the examination fee four years but failed to appear/appeared and failed only are eligible to "re-registration". If not they could not take benefit of this they have to take fresh admission.

c.   The candidate who have completed FOUR YEARS period from the year of registration and not registered for MBA I, II, III, IV semester examination, have to pay re-registration fee of Rs. 3000/- in each semester for permission to appear for their semester wise examination in addtion to normal exam fee.

d.   Semester wise Students have to complete the course in Four years, after they have to Re-Register by paying prescribed Re registration Fee.

e.   Those who have paid the examination fee for 1st year/semester are only eligible to pay II year/semester exam fee and those who have paid the exam fee for the I and II year/semester are only eligible to pay examination fee of III year/semester.

f.   The Candidates of M.B.A. III Semester must choose any one Elective from the following while paying the III Semester Tuition fee:

i)   HRM (Human Resource Management)

ii)   MRK (Marketing Management)

iii)   FINANCE (Financial Management)

SCHEME OF EXAMINATION AND PAPER TITLES

M.B.A: I Semester

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
101 CDE	Org. Theory & Behavior (OTB)	70	30	100	3 Hrs.
102CDE	Managerial Economics (ME)	70	30	100	3 Hrs.
103CDE	Financial Acct. & Analysis (FA&A)	70	30	100	3 Hrs.
104CDE	Principles of Marketing (PM)	70	30	100	3 Hrs.
105CDE	Statistics for Management (SM)	70	30	100	3 Hrs.
106CDE	Introduction to Inf. Tech (IIT)	70	30	100	3 Hrs.

M.B.A: II Semester

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
201 CDE	Business Laws & Ethics (BLE)	70	30	100	3 Hrs.
202CDE	Human Resource Management (HRM)	70	30	100	3 Hrs.
203CDE	Economic Environment and Policy (EEP)	70	30	100	3 Hrs.
204CDE	Financial Management (FM)	70	30	100	3 Hrs.
205CDE	Marketing Research (MR)	70	30	100	3 Hrs.
206CDE	Quantitative Techniques for Decision Making (QTDM)	70	30	100	3 Hrs.

M.B.A: III Semester

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
301 CDE	Management Information System (MIS)	70	30	100	3 Hrs.
302CDE	Business Communications (BC)	70	30	100	3 Hrs.
303CDE	Management Accounting Control (MAC)	70	30	100	3 Hrs.
304CDE	Production and Operations Management (POM	70	30	100	3 Hrs.

Elective / (HRM)

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
305CDE	Organisation Development and Team Building (ODTB)	70	30	100	3 Hrs.
306CDE	Leadership and Change Management (LCM)	70	30	100	3 Hrs.

Elective / (Marketing)

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
305CDE	Production Management (PM)	70	30	100	3 Hrs.
306CDE	Promotion and Distribution Management (PDM)	70	30	100	3 Hrs.

Elective / (Finance)

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
305CDE	Strategic Financial Decisions (SFD)	70	30	100	3 Hrs.
306CDE	Financial System and Services (FSS)	70	30	100	3 Hrs.

M.B.A.: IV Semester

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
401 CDE	Technology Management & Entrepreneurship (TME)	70	30	100	3 Hrs.
402CDE	Strategic Management (SM)	70	30	100	3Hrs.
403CDE	International Business (IB)	70	30	100	3 Hrs.
404CDE	Supply Chain Management (SCM)	70	30	100	3 Hrs.

Elective / (HRM)

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
405CDE	Performance Appraisal and Counseling (PAC)	70	30	100	3 Hrs.
406CDE	Industrial Relations and Labour Laws (IRLL)	70	30	100	3 Hrs.
407CDE	Project Work and Viva-Voce	100 (project work) + 100 (viva-voce)		200	

Elective / (Marketing)

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
405CDE	Consumer Behaviour (CB)	70	30	100	3 Hrs.
406CDE	Services Marketing (SM)	70	30	100	3 Hrs.
407CDE	Project Work and Viva-Voce	100 (project work) + 100 (viva-voce)		200	

Elective / (Finance)

Course No.	Title of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
405CDE	International Finances (IF)	70	30	100	3 Hrs.
406CDE	Security Analysis and Portfolio Management (SAPM)	70	30	100	3 Hrs.
407CDE	Project Work and Viva-Voce	100 (project work) + 100 (viva-voce)		200	

RULES FOR IMPROVEMENT:

a)   PAPER-WISE IMPROVEMENT:

Paper-wise improvement is permissible either in the individual paper or in the whole of an examination, only when he /she has passed the exams in the first attempt, conducted by the University for that batch of students admitted to that course along with him/her.

i.   Candidates are permitted to appear for paper-wise improvement only once for First Semester/ Second Semester examination under Semester-wise Scheme.

ii.   Candidate who wishes to improve his/ her performance (marks), either in the I, II, III and IV Semester examinations are required to do so by appearing in the next immediate regular examination, along with the next batch of students, conducted by the University. Even if a student has passed in one or two or three papers in the First, Second, Third and Fourth Semesters in their first attempt, can appear for paper-wise improvement along with backlogs (i.e., along with failed papers) in the next immediate examination. Paper-wise improvement is not permissible on completion of any backlog papers.

NOTE: Backlog means those who have registered for the examination but absent in one or more papers or failed in any paper.

iii.   Candidates appearing for paper-wise improvement are permitted to retain the better of the two performances (marks) in individual papers, for the purpose of award of division.

b)   AGGREGATE IMPROVEMENT RULES :

When the Candidates exhausted the chances of paper-wise improvement for First, Second, Third and Fourth Semesters the candidates shall be permitted to appear for aggregate improvement as per the following conditions.

i)   The aggregate improvement is permissible only if he / she appear for the whole examination and not for individual papers. The candidate can appear either in First, Second, Third and Fourth Semesters under semester-wise scheme of examination. The candidates have to appear for improvement examinations as per the scheme and syllabus in vogue at the time of taking the examination.

ii)   When the candidate appears for the whole examination either in First, Second, Third and Fourth Semesters aggregate improvement, he/ she shall have the OPTION to

retain the better of the aggregate marks of the two examinations taken as a whole and not the better performance in individual paper (s).

Further, the candidate is allowed to appear for aggregate improvement either in First, Second, Third and Fourth Semesters but not exceeding (2) chances in each First, Second, Third and Fourth Semesters within the stipulated period of FOUR years after passing the First, Second, Third Fourth Semester examinations.

iii) Candidates who appear for improvement of performance under the above two categories are not eligible for the award of Distinction/ Prizes/ Merit Certificates etc.

NOTE: These rules for improvement may change from time to time.

c) AWARD OF DIVISION:

First division with distinction	70% of marks and above (Pass in one attempt only)
First division	60% & above and less than 70%
Second division	50% & above and less than 60%
Pass division	40% & above and less than 50%

GUIDELINES TO MBA STUDENTS FOR PROJECT REPORT

For all professional courses it is compulsory to submit a Project Report. This is a worldwide practice aimed at preparing the students to get the taste of the real -time experience in the profession they have chosen to pursue.

Project work is aimed at preparing the MBA students in understanding the application value of the principles and paradigms they have studied as part of their Two - year Programme. The objective of project work is to offer them guidelines to select a topic of their choice or choice of the organization where they want to study in consultation with their project guide. If they follow these guidelines carefully the objective of preparing them for report writing will also be achieved because preparing reports is an essential activity of any business manager. The format for project report given to the students by the centre is universally accepted and if they follow this format carefully it will facilitate the examiner in the evaluation of this report which carries grades A to D. It may be noted that the candidate can also show their project report with confidence and pride to their prospective employers (Selectors).

A managerial research is generally conducted to probe into a management problem resulting in a research report. It means that a research report is the end product of a research. On the other hand a business report or a management report is a report prepared by the management to portray certain important aspects or problems in business. Thus, two important types of report in the realm of management are: (1) business report or management report, and (2) managerial research report. Your project report could be any one of them or could be both if any organization requests you to study problems of their organization.

METHODOLOGY

Business research starts with report planning, which includes a determination of the objectives of the report, identification of the target reader of the report, consideration of the real purpose of the report, planning for the collection of proper materials for the report, preparation of the scheme of report writing, planning for proper utilization of time in report writing, and crystallization of the actual lay out of the report.

Once the report is planned, material collection starts. Checking and rechecking of materials collected against the actual objectives and layout of the report then become necessary.

Arranging the contents of the report should also not be forgotten. When the collected materials, data, observation, documentation, information, opinion, clarification, etc., are arranged and fitted together to a carefully articulated form, the writer will come to know as to which materials to put together in the report, and what is to be dispensed with. It should, however, be ensured that enough material has been selected to carry out the purpose of the report. When the prospective reader is less familiar with the situations and specifications than the writer, the writer must ensure that all the necessary details are given in the report. But the information must be to the point and in accordance with the needs of the reader. Beating about the bush must be avoided.

As soon as proper data and information are collected, selected, and arranged, adequate thought must be given to the purpose of the report that is: what is to be communicated? To whom it is to be communicated? When is to be communicated and for what purpose? Think over it, try to rearrange your materials, and then start writing the report. This will enable you to determine what should find a place in your report and where and what must not be included in it. It is the report writer who will have to decide about what is to be included in the report to make it effective. Generally speaking the following may be the contents of a report:

1. Title page
2. Letters of authorization
3. Table of contents, (Statistical tables, Charts/Diagrams and Illustrations)
4. Introduction
5. Need of the study,
6. Scope of the study
7. Objectives of the study,
8. Statement of the problem
9. Hypothesis
10. Study area
11. Chapterization
12. Methodology
13. Period of the study
14. Limitations of the study
15. Review of literature
16. Summary and Conclusions
17. Finding & Recommendations
18. Appendices
19. Bibliography

Index of key words used in the report

In table of contents an outline of the report, which contains major headings and subheadings, as well as the various sub - sections are presented. There should be a summary of the report, especially when the report runs into many pages. The summary provides a reasonably complete resume of the report. And it helps the reader to grasp what is important in the report. The body of the report is its chief part. It includes everything from the statement of

the problem to a detailed analysis of the data and information. Statistics, documentation, and information are presented for analytical purposes. Everything should be organized in an elegant manner. This should be followed by conclusions, suggestions and recommendations.

NATURE OF THE PROJECT

The project work undertaken by the candidate may be:

a)   Either a case study of a problem or practices in an organization (S)

b)   Comparative study of two organizations or within an organization its performance during different periods.

      It may be based either on primary data (data the student is collecting) or secondary data (data already available) or both (books/documents etc)

PROJECT SUPERVISOR/GUIDE

The Project guide will be allotted by the Director, PGRRCDE, O U from among the following. Candidate should contact the concerned Project guide only between 10.00 am to 6.00 pm on phone:

a)   An Academic Counselor of PGRRCDE, O.U. OR

b)   A member of the Faculty of O.U. or its Affiliated Colleges.

SELECTION OF TOPIC

A student can choose any topic of his/ her own choice. In case, the students want to work in areas like General Management, Production Management, Operations Research, MIS, TQM, etc. they can choose a topic from those areas after consulting their guides. But if the students want to work in specialization areas, viz, Finance, Marketing and Human Resource Management, then the area topic they are selecting for project work should correspond with the specialization area opted by them in their final year MBA Programme

SUBMISSION OF THE PROJECT PROPOSAL

Students have to finalize the topic and synopsis (of not more than 5 typed pages) of the project in consultation with their Guide and send the same along with the duly completed Project Proposal Proforma (see

      Annexure-II) in triplicate to the Director, PGRRCDE, O.U. HYD - 500 007. for approval.

      The synopsis submitted by the candidate should be in the format enclosed (Annexure-II)

Before sending the Synopsis ensures that:

•   It is in the paper format

•   Project Proposal Proforma in triplicate duly signed by the Project Guide is enclosed. **(Annexure - I)**

•   One self-addressed envelope is enclosed.

PREPARATION AND SUBMISSION OF PROJECT REPORT

a)   The Project report may consist of 50 to 100 pages (including the appendices, exhibits etc.) depending on the scope of the topic.

b)   The candidate has to mention the research methodology he/she proposes to follow in the sample selection and collection of data.

c) The report should be compulsorily be typed on the bond papers in double space.

d) The Project Report fee should be paid Online only, along with IV Semester Exam fee.

e) The project report should contain the following three certificates: they are:

   i) The approval for the synopsis received from the PGRRCDE, O.U.

   ii) Certification given by the Project Guide that the student worked under his / her **guidance (Annexure- IV)**

   iii) Declaration by the student stating that the work is an original one and has not been submitted to any University or Institution for the fulfillment of the requirement of a course of study. Annexures IV have to be enclosed only to the final Project Report but not to the synopsis.

(f) Synopsis received after the last date will not be accepted.

(g) Submission of the project report is a pre-requisite for writing the final year examinations.

(h) As the project report will not be returned to the students they are advised to keep one copy of the report for themselves.

EVALUATION OF THE REPORT

The project report submitted by the candidates will be evaluated by an examiner other than guide.

GRADE FOR THE PROJECT WORK & VIVA- VOCE EXAMINATION

The students have to attend Viva - Voce Examination (Compulsory) after the completion of the IV Semester end examinations, which will be based mainly on project work. The Grades for Project Work and Viva - Voce Examination are A to F

A+	80% and above
A	70% and above, less than 80%
B	60% and above, less than 70%
C	55% and above, less than 60%
D	50% and above, less than 55%
E	40% and above, less Lhan 50%
F	Less than 40%

CERTIFICATES TO BE OBTAINED FROM THE CENTRE FOR MBA

1.Transfer Certificate, 2. Bonafide 3. Migration Certificates

Particulars	Amount
Transfer Certificate	200/
Bonafide Certificate	100/
Migration Certificate	200/
Re-issue of Certificates	200/-

ANNEXURE - I
OSMANIA UNIVERSITY
PGRRCDE - MBA PROGRAMME
Proforma for Approval of Project Proposal

Enrolment No.   Study Centre

Name and Address of the student   ....

                                                          ....

Area of Specialization   …………………………………….............

Opted in final year MBA   …………………………….....………………

Tile of the Project   ………………………………………….....

Subject Area   ....

                                                          Marketing / Finance &Accounting / HRM &

                                                          OB / OR / Information System /Any other

                                                          (Specify)

Name &Address of the Supervisor   …………...

Is the Supervisor and Academic Counsellor : Yes (   )   No (   )

of PGRRCDE

Signature of Student   Signature of the Supervisor

Date : …...............   Date:……………………..

……………………………………………………………………………………………

ANNEXURE - II
PROJECT SYNOPSIS FORMAT
YOUR SYNOPSIS SHOULD BE IN THE FOLLOWING FORMAT

1.   Introduction for the study
2.   Need for the study
3.   Scope of the study
4.   Objectives of the study
5.   The Statement of the problem
6.   Hypothesis
7.   Study Area
8.   Chapterization
9.   Methodology and database
10.   Period of the study
11.   Limitations of the study
12.   Review of literature
13.   Findings
14.   Summery and conclusion
15.   Recommendation
13.   Bibliography

ANNEXURE - III
MODEL
A PROJECT REPORT ON
CUSTOMER RELATIONSHIP MANAGEMENT
Submitted in partial fulfillment for the award of Degree of
MASTER OF BUSINESS ADMINISTRATION
Submitted by

Name :..

Enrollment No. : 94 - ....

Under the guidance of

_____

DEPARTMENT OF BUSINESS MANAGEMENT
PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

Osmania University, Hyderabad - 500 007, Telangana

2023-24

CERTIFICATION

This is to certify that the Project Report titled …………………………………………………… ……………………….………………………………………...……… submitted in partial fulfillment for the award of MBA Programme of PGRRCDE O.U. Hyderabad, was carried out by…………………………………………… under my guidance. This has not been submitted to any other University or Institution for the award of any degree / diploma / certificate

Name and address of the Guide   Signature of the Guide

ANNEXURE - IV

I hereby declare that this Project Report submitted by me to the PGRRCDE O.U. Hyderabad, is a bonafide work undertaken by me and it is not submitted to any other University or Institution for the award of any degree diploma / certificate or published anytime before.

Name and address of the Guide   Signature of the Guide

FOR M.B.A. PASSED STUDENTS

ADDITIONAL ELECTIVE

Enrolment for the additional Elective in the following areas only.

     (1)   HUMAN RESOURCE MANAGEMENT

     (2)   MARKETING

     (3)   FINANCE

Eligibility: A candidate should have passed MBA from Prof. G. Ram Reddy Centre for Distance Education only.

Candidate has the option to select any one of the above elective other than the one that has already been completed.

Duration of the Course: One year (Two Semesters)

4. Fee : Rs.10,000/-. Per Semester

Study / Course Material: The students who take admission after payment of online tuition fee can collect the study material in person by showing the online fee Receipt and Identity Card from the material section of the Centre or the material will be sent by post.

Contact Programme: The Weekend-Contact classes for these candidates will be conducted on Second Saturdays and Sundays at PGRRCDE, OU. The commencement of the classes will be intimated to the candidates through SMS to their mobile number Students should produce their Identity Card for attending these classes. No Hostel / boarding arrangement will be made by the Centre and the students have to make their own arrangements for staying in Hyderabad.

Examinations:

- There will be University examinations at the end of each Semester.

- The minimum pass marks in each paper as well as aggregate is 40%.

- Examination application forms should be Online only.

- The students must fill the examination application form as per the instructions Online only before the specified date.

- Submission of Project report is not required for the Additional elective students.

- Candidate has to complete an additional elective maximum in two academic years from the date of joining. **Those who could not complete within 2 years have to re-register by paying Rs.500/- every year in addition to the normal examination fee.**

- Candidate after passing all papers of an additional elective will be issued a memorandum of marks by the Controller of Examinations, Osmania University. No Consolidated Memorandum of Marks/ Certificate will be issued.

    General rules and regulations are the same as those applicable for the candidates of PGRRCDE, OU. from time to time.

ADDITIONAL ELECTIVES

Course No.	Name of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
	ELECTIVE - I : H.R.M.				
305CDE (HR)	Organization Development and Team Building	100		100	3 Hrs.
306CDE (HR)	Leadership and Change Management	100		100	3 Hrs.
307CDE (HR)	Performance Appraisal and Counselling	100		100	3 Hrs.
308CDE (HR)	Industrial Relations and Labour Laws	100		100	3 Hrs.

Course No.	Name of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
	ELECTIVE - II : MARKETING				
305 CDE (M)	Product Management	100		100	3 Hrs.
306 CDE (M)	Promotion and Distribution Management.	100		100	3 Hrs
307 CDE (M)	Consumer Behaviour	100		100	3 Hrs.
308 CDE (M)	Services Marketing	100		100	3 Hrs.

Course No.	Name of the Paper	U. E Marks	I.A Marks	Total Marks	Duration of U. Exam
	ELECTIVE - III : FINANCE				
305 CDE (F)	Strategic Financial Decisions	100		100	3 Hrs.
306 CDE (F)	Financial System and Services	100		100	3 Hrs.
307 CDE (F)	International Finances	100		100	3 Hrs.
308 CDE (F)	Security Analysis and Portfolio Management	100		100	3 Hrs.

M.C.A (MASTER OF COMPUTER APPLICATION)

w.e.f. Academic Year 2023-2024

A). GENERAL ELIGIBILITY CRITERIA

a. There is no age restriction for admission to MCA Course.

b. Candidates who have passed the qualifying examination conducted by the Board / University which are under the jurisdictional area of other States shall have to obtain an Equivalency Certificate from the Deputy Registrar (Academic), Osmania University to the effect that they are eligible for admission into the university courses.

B). ELIGIBILITY:

Any Graduate (10+2+3 or 10+2+4 or 10+3+3 pattern) with 50% marks (45% marks for BC/ SC/ST candidates)

a) A Candidate should qualify in the current year TS-ICET or AP-ICET or OU Eligibility Test conducted by OU for admission into MBA/MCA.

b) Candidate who passed directly the qualifying examination with Mathematics, as one of the subject in the Degree course is eligible for admission; and

c) Others who have passed the qualifying examination without Mathematics, as one of the subject in the Degree course, are eligible for admission if they pass 10 + 2 Examination with Mathematics.

C). TRANSFER OF STUDENTS :

Transfer of students from Regular college to PGRRCDE in MCA (2 years course / four semesters) is allowed with due permission of the Dy. Registrar, (Academic) OU. However, there is no transfer of M.C.A. students of PGRRCDE to regular College.

D). DURATION OF THE COURSE : Two academic Years (4 - Semesters)

E). FEE DETAILS: Rs. 7500/- Per Each Semester

NOTE: Study material in full will be issued only to those who have paid full fee.

F). CERTIFICATES/ DOCUMENTS REQUIRED FOR VERIFICATION

i). S.S.C, Intermediate and B.A./ B.Sc./ B.Com./ B.E./ B.Tech. Degree

Certificates Original with One Xerox copy, (Originals will be returned soon after verification).

ii) TS-ICET OR AP – ICET / OUET CURRENT YEAR & Original Hall Ticket along with a ICET / OUET Photostat copy.

iii) TS-ICET OR AP – ICET / OUET CURRENT YE AR Rank Card / Eligibility Test Card

iv) Transfer Certificate in original, from the college last studied. (NOT RETURNABLE) as per the procedure / Guidelines issued by O.U. in case of dual degree the rules are applicable as per university guidelines.

In case of SC/ST/BC/Physically Handicapped (PHC) enclose a Xerox copy of the certificate (Original Certificates for verification).

G). ENCLOSURES FOR EXAMINATION APPLICATION FORM

The following documents must be attached with the examination application form

(i) **Migration Certificate in** original (NOT Returnable), in case the candidate has passed the qualifying Examination from Universities in India, other than Osmania University. A candidate who fails to submit Migration Certificate (where the Universities are not **issuing Migration certificate) will be charged a fee of Rs. 425/- in lieu of Migration Certificate.**

H). MEDIUM OF INSTRUCTION

The medium of instruction and the Study material for M.C.A. is offered only in English Medium.

i) STUDY MATERIAL

The students who take admission in person can collect the material in person by showing the fee receipt and Identity Card from the material section of the centre, on the same day. In respect of the other students, the material will be sent by post depending on the mode of payment of their tuition fee.

ii) CONTACT PROGRAMME:

Contact between teachers and the taught will be provided by arranging the Contact cum-counseling classes on Saturdays and Sundays for M.C.A. students (Theory & Practical's). The venue of the classes, exact dates, and timings of the commencement of contact classes will be intimated to the candidates through SMS to their Registered Mobile Numbers. Students should produce their identity card for attending these classes. No Hostel / boarding arrangements will be made by the Centre and the students have to make their own arrangements for staying in Hyderabad.

I) ASSIGNMENTS :

Submission of Assignments is Compulsory for the Students of MCA. Each Candidate has to submit **Two Assignments** for each paper which carries 15 marks each before the stipulated date. Assignments should be **handwritten only.** Assignments on printed / Photo copy or on typed papers will not be accepted and will not be evaluated at any cost. Assignment question paper will be available online **(www.oucde.net)** before the commencement of Semester examination. Assignments will not be valued if candidate don't submit examination application form. Assignments will be evaluated by the faculty and marks secured will be added to the University Examination. This will be applicable to the candidates who have registered for the examinations for that particular year/ Semester only.

J) EXAMINATIONS

i) RULES OF EXAMINATION:

a. There will be University Examinations at the end of each Semester.

b. The minimum pass marks in each paper as well as aggregate is 40%.

c. Candidates have to pay Examination Fee through Online Only.

d. Examination Hall Tickets can be downloaded from PGRRCDE Website **www.oucde.net** at the time of Examinations only.

ii) SCHEME OF THE EXAMINATION:

a. There is no "detention" system in Distance Education. Students who have failed also

will be allowed to continue the course of study for the next year.

b. However they have to complete the course in four academic years from the date of joining for two year Course. Those who could not complete the course within four years, have to re-register by paying Rs.1500/- every year in addition to the normal examination fee. Those who have paid the examination fee four years but failed to appear/appeared and failed only are eligible to "re-registration". If not they could not take benefit of this they have to take fresh admission.

c. The candidate who have completed FOUR YEARS period from the year of registration and not registered for MCA I, II, III, IV semester examination, have to pay re-registration fee of Rs. 3000/- in each semester for permission to appear for their semester wise examination in addtion to normal exam fee.

d. Semester wise Students have to complete the course in Four years, after that they have to Re-Register by paying prescribed Re registration Fee.

e. Those who have paid the examination fee for 1st year/semester are only eligible to pay II year/semester exam fee and those who have paid the exam fee for the I and II year/semester are only eligible to pay examination fee of III year/semester.

f. The Candidates of M.C.A. III Semester must choose any one Elective from the following while paying the III Semester Tuition fee:

ANNEXURE - I
SCHEME OF INSTRUCTION
MASTER OF COMPUTER APPLICATIONS (MCA)

SEMESTER – I

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	PCC101	Mathematical Foundations of Computer Science	30	70	100	3	4
2	PCC102	Data Structures using C	30	70	100	3	4
3	PCC103	Object Oriented Programming using Java	30	70	100	3	3
4	PCC104	Computer Architecture	30	70	100	3	3
5	PCC105	Probability & Statistics	30	70	100	3	3
6	MGC106	Managerial Economics and Accountancy	30	70	100	3	3
PRACTICALS							
7	LCC151	Data Structures using C Lab	25	50	75	3	2
8	LCC152	Java Programming Lab	25	50	75	3	2
9	HSC153	Soft Skills Lab	25	50	75	3	2
			255	570	825	-	26

Abbreviation	Full Form
PCC	Professional Core Course
MGC	Management Course
LCC	Laboratory Core Course
HSC	Humanities and Social Science

SEMESTER – II

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	PCC 201	Operating Systems	30	70	100	3	3
2	PCC 202	DatabaseManagement System	30	70	100	3	4
3	PCC 203	Design and Analysis of Algorithms	30	70	100	3	3
4	PCC 204	Artificial Intelligence	30	70	100	3	4
5	PCC 205	Machine Learning	30	70	100	3	3
6	MGC 206	Operations Research	30	70	100	3	3
PRACTICALS							
7	LCC 251	Operating Systems Lab	25	50	75	3	2
8	LCC 252	AI with Python Lab	25	50	75	3	2
9	LCC 253	Database Management Systems Lab	25	50	75	3	2
		Total	255	570	825	-	26

Abbreviation	Full Form
PCC	Professional Core Course
LCC	Laboratory Core Course
MGC	Management Course

SEMESTER – III

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	PCC301	Software Engineering	30	70	100	3	4
2	PCC302	Computer Networks	30	70	100	3	4
3	PCC303	Data Science	30	70	100	3	3
4	PCC304	Web Technologies	30	70	100	3	3
5	PEC**	Professional Elective-I	30	70	100	3	3
6	PEC**	Professional Elective-II	30	70	100	3	3
PRACTICALS							
7	LCC351	Computer Networks Lab	25	50	75	3	2
8	LCC352	Software Engineering Lab	25	50	75	3	2
9	LCC353	Data Science Lab	25	50	75	3	2
10	MPW354	Mini project	50	-	50	-	2

PROFESSIONAL ELECTIVES

Course Code PEC**	Professional Elective -I	Course Code PEC**	Professional Elective -II
PEC 311	Information Security	PEC 321	Network Security
PEC 312	Internet of Things	PEC 322	Natural Language Processing

SEMESTER – IV

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	PEC**	Professional Elective -III	30	70	100	3	3
2	PEC**	Professional Elective -IV	30	70	100	3	3
3	OE**	Open Elective	30	70	100	3	2
PRACTICALS							
4	PW 401	Project Work	50	100	150	3	12
		Total	140	310	450	-	20

PROFESSIONAL ELECTIVES

Course Code PEC**	Professional Elective -I	Course Code PEC**	Professional Elective -II
PEC411	Block Chain Technologies	PEC421	Digital Forensics
PEC 412	Deep Learning	PEC422	Optimization Techniques

Open Electives		Grade for Project Report	

Course Code OE**	Open Elective	A+	80% & above
		A	70% & above, less than 80%
OE 451	Constitution of India	B	60% & above, less than 70%
		C	55% & above, less than 60%
OE 452	Organization Behaviour	D	50% & above, less than 55%
OE 453	Intellectual Property & Cyber Law	E	40% & above, less than 50%
		F	Less than 40%

NOTE: Two Assignments for each theory paper are to be submitted along with examination fee payment receipt.

Minimum marks in the University Examination shall be	
Each theory subject	40%
Each Practical's	50%
Each Project	Grade C (Satisfactory)
Combined Aggregate Sessional marks in all the subjects of the year	50%

Each Assignment is evaluated for 15/10 Marks and total of two Assignment Marks will be considered for sessional.

K) AWARD OF DIVISION

First Division with Distinction	70% of marks & above
First division	60% & above, less than 70%
Second Division	50% & above, less than 70%
Pass Division	40% & above, Less than 50%

L) RULES FOR IMPROVEMENT:

a). Paper- Wise Improvement

Paper-wise improvement is permissible either in the individual paper or in the whole of an examination, only when he /she has passed in the first attempt, conducted by the University for that batch of students admitted to the course long with him/her.

i.   Candidates are permitted to appear for paper-wise improvement only once for First year examination under year-wise scheme/ for semester wise scheme the rules are applicable as per university guidelines.

ii.   Candidate who wishes to improve his / her performance (Marks), whether in the I year or II year examinations conducted by the University is required to do so by appearing in the next immediate regular examination, along with the next batch of student. Even if a student has passed in one or two or three papers in the First and Second years in their first attempt, can appear for paper-wise improvement along with backlogs (i.e., along with failed papers) in the next immediate examination. Paper-wise improvement is not permissible on completion of any backlog papers. For semester wise scheme the rules are applicable as per university guide lines.

iii.   **Note: Backlog means those who have registered for the examination but absent in one or more papers or failed in any paper.**

iv.   Candidates appearing for paper-wise improvement are permitted to retain the better of the two performances (marks) in individual papers, for the purpose of award of division.

b).   Aggregate Improvement:

When the Candidates exhausted the chances of paper-wise improvement of First and Second years, the candidates shall be permitted to appear for aggregate improvement as per the following conditions. (For all semester wise scheme the rules are applicable as per the university guidelines).

i).   The aggregate improvement is permissible only if he / she appears for the whole examination and not in individual papers. The candidate can appear either for First, or Second or all the Two years under 4 Semester wise scheme of examination.The candidates have to appear for improvement examinations as per the scheme and syllabus in vogue at the time of taking the examination.

ii)   When the candidate appears for the whole examination either in First or Second years for two years aggregate improvement, he/ she shall have the OPTION to retain the better of the aggregate marks of the two examinations taken as a whole and not the better performance in individual paper (s)

iii)   Further, the candidate is allowed to appear for aggregate improvement either in First or Second for Three years but not exceeding (2) chances in each First and Second years, within the stipulated period after passing the first and second year examinations (For Year wise Scheme). For Semester wise Scheme the rules are applicable as per osmania university guidelines

iv)   Candidates who appear for improvement of performance (marks) under the above two categories are not eligible for the award of Distinction/ Prizes/ Merit Certificates etc.

NOTE: These rules for improvement may change from time to time. The candidates are advised to contact the examination section regarding the examinations and improvement for correct/ updated details.

M). EXAMINATIONS :

N). ENROLMENT NUMBER AND IDENTITY CARD

- Every candidate who is admitted to the Prof. G. Ram Reddy Centre for Distance Education will be assigned an Enrolment Number which will hold good during the entire period of the course. In all communications the student must invariably mention this enrolment number in full. Correspondence without enrolment number will cause delays and difficulties both to the Centre and the student and at times the Centre may not be in a position to respond. The Enrolment Number will also be used in the examination as Hall Ticket number.

- Every candidate admitted at the centre will also be supplied with an Identity Card by the Centre with the enrolment number. The blank Identity Card sent with the application form must be filled in and got attested at the time of admission. This card must be produced whenever required by the authorities at the time of Contact cum Counseling Session, University Examinations, and at Library. If the Original Card is lost, a duplicate card will be issued on remittance of Rs.100/- through online. At the time of taking Degree Certificate ID Card should be submitted to the Examination Branch.

O). CERTIFICATES TO BE OBTAINED FROM THE CENTRE

Transfer, Bonafide and Migration Certificates for M. C.A.

Particulars	Amount
Transfer Certificate	200/
Bonafide Certificate	100/
Migration Certificate	200/
Re-issue of Certificates	200/-

To obtain the T.C, Bonafide and Migration Certificates the candidates have to apply through online by paying the stipulated fee through the **Website : www.oucde.net**

The Transfer Certificate will be issued only on clearing the dues, if any. The candidates willing to obtain these certificates by post are required to Pay Rs.100/- towards postal charges in addition to the prescribed fee for the certificates.

P). CERTIFICATES TO BE OBTAINED FROM THE OFFICE OF THE CONTROLLER OF EXAMINATIONS, OU.

(i) Provisional Certificate

(ii) Degree Certificate

(iii) Consolidated Memo of Marks

The Candidates have to apply through online to the Controller of Examination, Osmania University to obtain Provisional Certificate, Degree Certificate and consolidated Memo of Marks by paying prescribed fee through the **Website: www.osmania.ac.in**

Graduate Courses (B.A., B.COM.,& B.B.A.,)
1. Bachelor of Arts (B.A.)
COMBINATIONS OFFERED (TOTAL 30)

S. NO.	COURSE	COURSE CODE	ELECTIVE - I	ELECTIVE - 2	ELECTIVE - 3
1.	BA	001	Economics	History	Political Science
2.	BA	036	Political Science	Public Administration	Sociology
3.	BA	021	History	Political Science	Public Administration
4.	BA	002	Economics	Political Science	Public Administration
5.	BA	022	History	Political Science	Sociology
6.	BA	043	Sociology	Modern Language English	Psychology
7.	BA	023	History	Political Science	Modern Language English
8.	BA	025	History	Political Science	Geography
9.	BA	037	Political Science	Public Administration	Modern Language English
10.	BA	016	Economics	Public Administration	Modern Language English
11.	BA	046	Modern Language English	Psychology	Public Administration
12.	BA	019	Economics	Sociology	Psychology
13.	BA	004	Economics	Sociology	Modern Language English
14.	BA	009	Economics	History	Modern Language English
15.	BA	040	Political Science	Sociology	Modern Language English
16.	BA	005	Economics	Modern Language English	Psychology
17.	BA	008	Economics	History	Sociology
18.	BA	052	Public Administration	Sociology	Psychology
19.	BA	012	Economics	Political Science	Sociology
20.	BA	013	Economics	Political Science	Modern Language English
21.	BA	026	History	Public Administration	Sociology
22.	BA	038	Political Science	Public Administration	Psychology
23.	BA	041	Political Science	Sociology	Psychology
24.	BA	045	Modern Language English	Psychology	Geography
25.	BA	049	Sociology	Psychology	Geography
26.	BA	053	Public Administration	Sociology	Geography
27.	BA	034	History	Modern Language English	Geography
28.	BA	035	History	Psychology	Geography
29.	BA	028	History	Public Administration	Psychology
30.	BA	018	Economics	Public Administration	Geography

2. **B.A. (Mathematics & Statistics) (English Medium only)**

   Combinations : a) Mathematics, Applied Mathematics & Statistics.
   b) Mathematics, Statistics & Economics

3. **B.Com. (General) - (3 - Years)**

4. **B.B.A. - (3 - Years)**

I)   Eligibility:

(i)   Candidate shall be admitted to the three year B.A./B.Com./ B.B.A.(Degree) Course if he/she has passed Two Years Intermediate examination conducted by the Board of Intermediate, Government of Telangana or Higher Secondary Certificate examination (10 + 2 standard) or Pre-University Examination or any examination recognized as equivalent thereto.

(ii)   For **B.A. (Mathematics** & **Statistics),** a candidate should have studied Mathematics or Statistics as one of the optional at Intermediate or its equivalent.

(iii) A candidate who passed any Diploma course through Polytechnic Board of Telangana is eligible for admission into B.A./ B.Com./B.B.A. I year. However, **the ITI certificate holders are NOT eligible for admission into B.A./B.Com./B.B.A. I year**.

(iv) A candidate who did 10+2 from National Open Schools or a diploma in any course from any polytechnic Board or 10+2 other than from Telangana should obtain equivalent certificate from Board of Intermediate Govt. of T.S., Hyderabad, to the effect that they are eligible for admission in to the University courses.

II)   For Admission to the Second / Third Year of Degree Courses:

(i)   A candidate who withdraws from a regular college of Osmania University after completion of his/her first year or second year can seek admission in second year or third year as the case may be, with due permission from the Deputy Registrar, (Academic), OU. The backlog papers should be cleared from the college where previously studied or PGRRCDE, in case of any difference paper it should be cleared from PGRRCDE.

(ii)   Students of Osmania University with a back-log of subjects in one or two or even all the papers (i.e., both promoted and failed students) in the first year or second year stage, will also be admitted directly to the second or third year of study, as the case may be. The back-log papers should be cleared from the PGRRCDE in the Supplementary or the following Annual Examination.

III. IMPORTANT INSTRUCTIONS FOR STUDENT ON BEING TRANSFERRED TO PGRRCDE

The transferred students of Affiliated colleges of O.U. or other Universities seeking admission into II & III years of BA., B.Com., and BBA should compulsorily have to pass the following papers:

(1)   Indian Heritage and Culture & Fundamentals of Human Values and Professional Ethics in 1st year.

(2)   Environmental Studies in 2nd year

(3)   Science & Civilization in 3rd year and have to register for the above subjects with separate examination fee failing which their degree will not be issued. In both the above cases, admissions will be accorded, provided the combination of the group

subjects offered, Second Language offered and the medium of instruction offered to the candidate, in the regular college are the same as those offered in the Prof. G. Ram Reddy Centre for Distance Education. Those students who completed DCCP (3- years course) are eligible for admission into II year of B.Com. However, they have to clear the Five papers (what are 5 papers) mentioned in the orders issued by Dy. Registrar, Academic Branch, O.U.

(4) A Post-Graduate / Honours Candidate / Graduate of Arts / Social Science / Science / Commerce of any University in India desirous of doing a Second degree course other than the one done by him / her earlier, can seek admission to the second year of BA/ B.Com. Course with exemption of language subjects with due permission from the Deputy Registrar (Academic Branch) O.U. Such a candidate will answer 1st and 2nd year group papers under the year-wise pattern at the end of the 2nd year and 3rd year stages of study. Part-I passed Regular students of B.A. / B.Com / B.Sc. of Osmania University will be admitted into the 2nd year of B.A. / B.Com. offered by PGRRCDE with exemption of Language subjects with due permission from the Deputy Registrar (Academic Branch) OU, Such candidates shall have to appear 1st and 2nd year optional papers under the year-wise pattern at the end of the 2nd year. They should pay Rs. 300-Online for language exemption.

(5) Candidates who have discontinued their studies as students in regular colleges and are desirous of seeking admission into second or third year B.A. through PGRRCDE shall be permitted to offer one of the optional subjects not included in the approved combinations during private study. The candidate shall, however, pay an exemption fee of Rs.300/-through Online

For transfer candidates consolidated marks memo will not be issued.

IV.   Duration of the course: Three Academic Years

S.No.	Admission Particulars	Tuition Fee		
		Tuition Fee	IIndYear	III rd Year
1	B.A.	Rs.4,000/-	Rs.4,000/-	Rs.4,000/
2	B.Com.	Rs. 5,000/-	Rs. 5,000/-	Rs. 5,000/
3	B.B.A.	Rs. 8,000/-	Rs. 8,000/-	Rs. 8,000/-

Promotion from 1st year to 2nd year, 2nd year to 3rd year is automatic subject to Registration/payment of Exam fee for 1st and 2nd Year respectively. Hence, for payment of 2nd / 3rd year fee, one need not wait for their results. Those seeking admission first time in 2nd/3rd year should pay the same fee as in the case of 1st year.

V. Syllabus and Scheme of Study :

The syllabus will be provided in the instruction material only.

Note : A candidate can choose anyone of the following second Language subjects, for which the study material will be supplied.

    1.   Telugu   2.   Hindi

    3.   Sanskrit   4.   Urdu   5.   Arabic

A candidate desirous of selecting Urdu / Arabic as Second Language can register for Distance Education courses, provided he/she makes his/her own arrangements for self study. For

granting this permission a candidate will have to pay an additional amount of Rs.300/- towards exemption fee. There will be no deduction in tuition fee payable.

VI. Scheme of the Examination (B.A.): (EXCEPT PSYCHOLOGY)

First Year				
Part -I	**U.E. Marks**	**I.A. Marks**	**Max. Marks**	**Duration**
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
I.H.C.	(Home Assignment)		50	
Fundamentals of Human Values and Professional Ethnics	(Home Assignment)		50	
Part - II				
Optional - I Paper -1	80	20	100	3 Hrs.
Optional - II Paper -1	80	20	100	3 Hrs.
Optional - III Paper -1	80	20	100	3 Hrs.
Second Year				
Part -I				
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
Environmental Studies	(Home Assignment)		100	
Part - II				
Optional - I Paper -2	80	20	100	3 Hrs.
Optional - II Paper -2	80	20	100	3 Hrs.
Optional - III Paper -2	80	20	100	3 Hrs.
Third Year				
Part -II				
Optional - I Paper -3	80	20	100	3 Hrs.
Optional - I Paper -4	80	20	100	3 Hrs.
Optional - II Paper -3	80	20	100	3 Hrs.
Optional - II Paper -4	80	20	100	3 Hrs.
Optional - III Paper -3	80	20	100	3 Hrs.
Optional - III Paper -4	80	20	100	3 Hrs.
Science & Civilization	(Home Assignment)		50	

Optional in Part - II   Economics / Political Science / Public Administration. / History / Sociology / Psychology/Geography/ Modern Language (English).

Final Year Students of Psychology will have Practical's as Lab work & the students of Geography will have practical's in 1st , 2nd and 3rd year.

VII. Scheme of the Examination (B.A.) : Mathematics, Applied Mathematics or Economics & Statistics (English Medium Only)

First Year				
Part -I	**U.E. Marks**	**I.A. Marks**	**Max. Marks**	**Duration**
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
I.H.C.	(Home Assignment)		50	
Fundamentals of Human Values and Professional Ethnics	(Home Assignment)		50	
Part - II (optional)				
Paper -1 Mathematics	120	30	150	3 Hrs.
Paper -1 Applied Mathematics	120	30	150	3 Hrs.
Paper - I Economics	80	20	100	3 Hrs.
Paper -1 Statistics Theory	80	20	100	3 Hrs.
Statistics Practical - I	50		50	3 Hrs.
Second Year				
Part -I				
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
Environmental Studies	(Home Assignment)		100	
Part - II (optional)				
Paper - II Mathematics	120	30	150	3 Hrs.
Paper - I I Applied Mathematics	120	30	150	3 Hrs.
Paper -II Economics	80	20	100	3 Hrs.
Paper - II Statistics	80	20	100	3 Hrs.
Statistics Practical - II	50		50	3 Hrs.
Third Year				
Part -II (optional)				
Paper - III Mathematics	120	30	150	3 Hrs.
Paper - IV Mathematics	120	30	150	3 Hrs.
Paper - III Applied Mathematics	120	30	150	3 Hrs.
Paper-III Economics	80	20	100	3 Hrs.
Paper - IV Applied Mathematics	120	30	150	3 Hrs.
Paper - IV Economics	80	20	100	3 Hrs.
Paper - III Statistics	80	20	100	3 Hrs.
Paper - IV Statistics	80	20	100	3 Hrs.
Statistics Practical - III	50		50	3 Hrs.
Statistics Practical - IV	50		50	3 Hrs.
Science and civilization	Home Assignment		50	

(VIII) Scheme of the Examination (B.A.) Psychology

First Year				
Part -I	**U.E. Marks**	**I.A. Marks**	**Max. Marks**	**Duration**
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
I.H.C.	(Home Assignment)		50	
Fundamentals of Human Values and Professional Ethnics	(Home Assignment)		50	
Part - II				
Optional - I Paper -1 General psychology	80	20	100	3 Hrs.
Practical-I			50	2Hrs
Optional - II Paper -1	80	20	100	3 Hrs.
Optional - III Paper -1	80	20	100	3 Hrs.
Second Year				
Part -I				
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
Environmental Studies	(Home Assignment)		100	
Part - II				
Optional - I Paper -2				
General Psychology	80	20	100	3 Hrs.
Practical- II			50	2 Hrs.
Optional - II Paper -2	80	20	100	3 Hrs.
Optional - III Paper -2	80	20	100	3 Hrs.
Third Year				
Part -II				
Optional - I Paper -3				
Animal psychology	80	20	100	3 Hrs.
Practical-III			50	2 Hrs
Optional - I Paper -4				
Social Psychology	80	20	100	3 Hrs.
Practical-IV			50	2 Hrs
Optional - II Paper -3	80	20	100	3 Hrs.
Optional - II Paper -4	80	20	100	3 Hrs.
Optional - III Paper -3	80	20	100	3 Hrs.
Optional - III Paper -4	80	20	100	3 Hrs.
Science & Civilization	(Home Assignment)		50	

(IX)   Scheme of the Examination (B.A.) Geography

First Year				
Part -I	**U.E. Marks**	**I.A. Marks**	**Max. Marks**	**Duration**
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
I.H.C.	(Home Assignment)		50	
Fundamentals of Human Values and Professional Ethnics	(Home Assignment)		50	
Part - II				
Optional - I Paper -1				
Principles of physical geography	80	20	100	3 Hrs.
Practical-I			50	2Hrs
Optional - II Paper -1	80	20	100	3 Hrs.
Optional - III Paper -1	80	20	100	3 Hrs.
Second Year				
Part -I				
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
Environmental Studies	(Home Assignment)		100	
Part - II				
Optional - I Paper -2				
Economic Geography	80	20	100	3 Hrs.
Practical- II			50	2 Hrs
Optional - II Paper -2	80	20	100	3 Hrs.
Optional - III Paper -2	80	20	100	3 Hrs.
Third Year				
Part -II				
Optional - I Paper -3 Geography of India	80	20	100	3 Hrs.
Practical-III			50	2 Hrs
Optional - I Paper -4 Geography of Asia	80	20	100	3 Hrs.
Practical-IV			50	2 Hrs
Optional - II Paper -3	80	20	100	3 Hrs.
Optional - II Paper -4	80	20	100	3 Hrs.
Optional - III Paper -3	80	20	100	3 Hrs.
Optional - III Paper -4	80	20	100	3 Hrs.
Science & Civilization	(Home Assignment)		50	

(X)   Scheme of the Examination (B.Com)General

First Year				
Part -I	**U.E. Marks**	**I.A. Marks**	**Max. Marks**	**Duration**
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
I.H.C.	(Home Assignment)		50	
Fundamentals of Human Values and Professional Ethnics	(Home Assignment)		50	
Part - II				
Paper -I Business Economics	80	20	100	3 Hrs.
Paper -II Financial Accounting-I	80	20	100	3 Hrs.
Paper –III Industrial Organization & Management	80	20	100	3 Hrs.
Paper –IV Quantitative Techniques-I	80	20	100	3 Hrs
Second Year				
Part -I				
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
Environmental Studies	(Home Assignment)		100	
Part - II				
Paper-I Banking & Financial System Economic Geography	80	20	100	3 Hrs.
Paper-II Financial Accounting-II	80	20	100	3 Hrs
Paper-III Quantitative Techniques-II	80	20	100	3 Hrs.
Paper-IV Entrepreneurship Development	80	20	100	3 Hrs.
Third Year				
Part -II				
Paper-I Business Laws	80	20	100	3 Hrs.
Paper-II Income Tax & Auditing	80	20	100	3 Hrs
Paper-III Cost & management Accounting	80	20	100	3 Hrs.
Paper-IV Business communication & Report Writing	80	20	100	3 Hrs
Paper-V Small Enterprises Management	80	20	100	3 Hrs
Paper-VI Advance Management Accounting	80	20	100	3 Hrs
Paper-VII Corporate Accounting	80	20	100	3 Hrs.
Paper-VIII Science & Civilization	(Home Assignment)		50	

(XI) Scheme of the Examination: BBA

First Year				
Part -I	**U.E. Marks**	**I.A. Marks**	**Max. Marks**	**Duration**
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
I.H.C.	(Home Assignment)		50	
Fundamentals of Human Values and Professional Ethnics	(Home Assignment)		50	
Part - II				
Paper -I Principles of Management	70	30	100	3 Hrs.
Paper -II Business Math's & Statistics	70	30	100	3 Hrs.
Paper -III Business Economics	70	30	100	3 Hrs.
Paper –IV Financial Accounting	70	30	100	3 Hrs
Second Year				
Part -I				
English	80	20	100	3 Hrs.
Second Language	80	20	100	3 Hrs.
Environmental Studies	(Home Assignment)		100	
Part - II				
Paper-I Human Resource Management	70	30	100	3 Hrs.
Paper-II Management Science	70	30	100	3 Hrs
Paper-III Basic Marketing	70	30	100	3 Hrs.
Paper-IV Elements of Financial Management	70	30	100	3 Hrs.
Third Year				
Part -II				
Paper-I Business Environment	70	30	100	3 Hrs.
Paper-II Management Accounting	70	30	100	3 Hrs.
Paper-III Business & Corporate Law	70	30	100	3 Hrs.
Paper-IV Information Technology	70	30	100	3 Hrs.
Paper-V Business Communication	70	30	100	3 Hrs.
Paper-VI Elective I:				
Financial Services (Finance) Sales & Advertizing Management (Marketing) Leadership Management (H.R)	70	30	100	3 Hrs.
Paper-VII Elective II :				
Investment Management (Finance) Customer Relationship Management (Marketing) Change Management (H.R)	70	30	100	3 Hrs.
Paper-VIII Science & Civilization	(Home Assignment)		50	

INTERNAL ASSIGNMENTS :

All the students of BBA have to write and submit Two Assignments for each paper compulsorily. Each assignment carries 15 Marks and for Two assignment it is 30 marks, (70 + 30 for BBA students). University Examinations will be held for 70 marks.

The students of BA, B.Com, B.A. (Maths and Statistics) have to write and submit assignment for each paper compulsorily. Each assignment carries 20 Marks University examination will be held for 80 Marks. The concerned faculty evaluates the Assignment scripts. The marks awarded will be forwarded to the Controller of Examination, OU for inclusion in the University Examination marks. If the candidate/ fail to submit Internal Assignments before the stipulated date, the internal marks will not be added to University examination marks under any circumstances. Students have to pay (Rs.500 for BBA, Rs 300 for B.A & B.Com, B.A. (Maths and Statistics) towards Internal Assignment marks through online and submit the same along with assignment at the concerned counter on or before stipulated date and obtain receipt.

The candidates who have paid examination fee for the first time only have to submit assignment.

Assignment Guidelines

Assignments on Printed / Photocopy / Typed papers will not be accepted and will not be valued at any cost. Only hand written (with only blue colour) Assignments will be accepted and valued. Methodology for writing the Assignments:

1) First read the subject matter in the course material that is supplied to you.

2) If possible read the subject matter in the books suggested for further reading.

3) You are welcome to use the PGRRCDE Library on all working days including Sunday for collecting information on the topic of your assignments. (10.30 am to 5.00 pm).

4) Give a final reading to the answer you have written and see whether you can delete unimportant or repetitive words.

The cover page of the each theory assignments must have information as given in FORMAT below

FORMAT

NAME OF THE STUDENT   **ENROLLMENT NUMBER**
BA/ B.com / BBA   **NAME OF THE PAPER & CODE :**
DATE OF SUBMISSION :

- Write the above said details clearly on cover page of every subject assignments paper, otherwise your paper will not be valued.

- Tag all the assignments paper-wise and submit assignment paper-wise.

  Submit the assignments by showing assignment fee receipt/acknowledgment on or before the stipulated date at the concerned counter at PGRRCDE, OU. on any working day and obtain receipt.

RULES FOR IMPROVEMENT : (B.A., <u>B.Com</u> and BBA, B.A. (Maths and Statistics)

a)   IMPROVEMENT DURING THE STUDY OF THE COURSE.

A candidate who has passed in all the papers of I / II year completely can improve his/her performance/marks in one or more papers of I / II year in the immediate next examination with provision to retain the better of the two results. A candidate after passing the III year examination completely can improve his performance/marks by appearing for all the papers of III year in the immediate next examination and can retain the better of the two results

IMPROVEMENT RULES AFTER COMPLETING THE COURSE:

All such candidates who could not avail the improvement chances during the course of study as per the above rules, can avail the improvement chance after completion of the course as per the following procedure:

(i)   A candidate who has passed in the papers of Part-I examination shall be permitted to appear and pass all the subjects/ papers of Part-I after passing the degree course completely.

(ii)   A candidate who has completely passed the degree course shall be permitted to improve the performance/marks in Part-II by appearing for the papers of I year or II year or III year or all the papers of three years.

(iii) A candidate is permitted to appear twice for improvement during the period of three years from the date of completion of his/ her degree

The better of the two marks in aggregate secured by the candidates shall be taken for the purpose of improvement.

Note: These rules for improvement may change from time to time.

viii) Award of Division:

Distinction 70% and above

First division 60% & above

Second division 50% & above and less than 60%

Pass division 36% & above and less than 50%

ENROLMENT NUMBERAND IDENTITY CARD

Every candidate who is admitted to the PGRRCDE. will be assigned an Enrolment Number which will hold good during the entire period of the course. In all communications the student must invariably mention this enrolment number in full. Correspondence without enrolment number will cause delays and difficulties both to the Centre and the student and at times the Centre may not be in a position to respond. The Enrolment Number will also be used in the examination as Hall Ticket number.

Every candidate admitted at the centre will also be supplied with an Identity Card by the Centre with the enrolment number. This card must be produced when ever required by the authorities at the time of Contact cum Counseling classes, University Examinations, and at Library. If the Original Card is lost, a duplicate card will be issued on remittance of Rs. 100/ -through online. At the time of taking Degree Certificate ID Card has to be submitted to Examination Branch.

Certificates required for verification for admission into B.A./B.Com./BBA Courses

a) S.S.C., and Intermediate Original with One Photo copy, (Originals will be returned soon after admission)

b) Original Marks Memo of Qualifying examination (Intermediate Examination).

   (Original will be returned soon after verification).

c) Transfer Certificate in original, from the college last studied. (NOT RETURNABLE) In case of candidate pursuing dual degree the rules are applicable as per university guidelines.

d) In case of SC/ST/BC/PHC enclose a Photocopy of Certificate

e) Submit Original Migration Certificate only along with the Examination Application Form

ENCLOSURE FOR EXAMINATION APPLICATION FORM:

The following documents must be uploaded with the examination application form through online

i. Memo of Marks of Previous Exam.

ii. Identity card.

iii. Migration Certificate in original (NOT Returnable) in case the candidate has passed the qualifying Examination from Other Boards in India, other than Intermediate Board, AP/Telangana. A candidate who fails to submit Migration Certificate (where the Universities/ Boards are not issuing Migration certificates)will be charged a fee of Rs 475/- in lieu of Migration Certificate.

iv. Payment of the requisite examination fee is through online.

CERTIFICATES TO BE OBTAINED FROM THE PGRRCDE, OU

i) Transfer, Bonafide and Migration Certificates:

To obtain the T.C, Bonafide and Migration Certificates the candidates have to apply through online by paying the stipulated fee online by visiting the website **www.oucde.net**

These certificates will be issued on Online payment of **Rs.200/-** for Transfer Certificate, **Rs.100/-** for Bonafide Certificate and **Rs.200/-** for Migration Certificate. The Transfer Certificate will be issued only on clearing the dues, if any. The candidates to obtain these certificates by post are required to Pay Rs.100/-towards Postal charges in addition to the prescribed fee for certificates.

CERTIFICATES TO BE OBTAINED FROM THE OFFICE OF THE CONTROLLER OF EXAMINATIONS, OU.

(i) Provisional Certificate:

Provisional certificate of B.A / B.Com and BBA., can be obtained from the Examination Branch, O.U. by applying through online.

(ii) Degree Certificate and Consolidated Memo of Marks :

Degree Certificate and Consolidated Memo of Marks of B.A. / B.Com. and B.B.A. can be obtained from the Examination Branch, O.U., by applying through online. For more details visit www.osmania.ac.in

ADVANCED DIPLOMA COURSES

GENERAL INSTRUCTIONS

1.   Eligibility for Advanced Diploma Courses

There is no age restriction for admission. Candidates from **all over India** will be admitted in Advanced Diploma in Bioinformatics. The admission will be given to the candidates who fulfill the requisite conditions of eligibility mentioned for the course on first come first served basis.

There is no "detention" system in Distance Education. Students who have failed will be allowed to continue the course of study for the next year.

2.   Enclosures for Application Form for Admission:

The following documents must be uploaded along with the Application form. Any lapse in this connection may result in delay in finalization of the Admission and/ or rejection of the application.

a)   S.S.C.,

b)   Intermediate

c)   Graduation Marks Memo

d)   Degree Certificate Original (All Originals will be returned soon after admission).

e)   One Set of Xerox copies of all Certificates (Non – returnable)

f)   In case of SC /ST/ BC/PHC enclose a Photostat copy of Certificate

3.   Enclosures for Examination Application Form:

a)   Xerox copies of memo of marks of Previous Exam.

b)   A Xerox copy of Student Identity Card.

4.   Rules of Examinations:

a)   All the examinations of Osmania University are held at Hyderabad and/ or such places and on such dates as may be notified and on website.

b)   Applications for permission to appear at an Examination shall be made on the prescribed form along with the necessary certificates and the prescribed fee should be paid through online.

c)   Exam shall be held at the end of the each semester only in the subjects offered during the term. A candidate who has been allowed to appear for the main exams in the concern subjects, but did not appeared or has failed to pass the exam, may be permitted to reappear in the subject at the subsequent exam.

d)   The candidates who have not paid examination fees of Semester and not appeared for both Practical and Theory papers in the First Semester will be promoted to Second Semester and are eligible to write both I and II Semesters examinations (both Theory and Practical's) along with the II semester examinations by paying an amount of Rs. 200/- extra in addition to the Prescribed Examination fee.

e)   Candidates who do not complete their course within two years are permitted to write the examination by paying Rs. 500/-extra towards Re-registration fee every year.

f)   The student shall appear for the University exam at the end of each term only in the subjects offered during the term. Such candidates who are unsuccessful, however, may appear in the make-up exam conducted at the end of second term.

g)   A student shall be successfully completing the Course by fulfilling the following requirements

    i.   Securing 50% marks in the Internals.

    ii.   Securing minimum pass marks for Theory paper is 40% In university Examinations

    iii. Securing 50% marks in practical papers.

Division is awarded in accordance with the combined aggregate marks secured by him/ her in two semesters.

    h. There will be University Examinations at the end of each academic year.

    i.   The minimum pass marks in each paper is 36% and overall aggregate is 40%.

    j.   The students must fill the examination application form as per the instructions and

    k. examination fee has to be paid through online. Examination Hall Tickets will be kept on website.

    l.   A press note also will be issued for the information of students. Examination

    m. Dates will be intimated to the students through SMS and also displayed on COE Website.

5.   Assignments :

Submission of Assignments is compulsory for the students of Advanced Diploma courses both in first and second Semesters. Each candidate has to submit one assignment (20 / 30 marks) for each paper at the end of each semester before the stipulated date. Candidate who have not submitted the Assignments, their results will not be declared. Assignments should be in hand written only. Assignments on printed/Xerox copy or on typed papers will not be accepted and will not be evaluated at any cost. Assignment question paper will be given/uploaded on in the official website of OUCDE.NET. These Assignments will be evaluated by the faculty and marks secured will be added to the University Examination. This will be applicable to the candidates who have registered for the examinations for the particular year / Semester only. A fee of Rs. 300/- should be paid online and submit proof along with Assignments.

6.   Medium of Instruction

The medium of instruction and the Study Material for all the Advanced Diploma courses are only in English Medium.

(i)   Study Material:

The Study (Course) material is normally dispatched to the students in one or two installments. The students who take admission in person can collect the material in person from the material / book section of the centre, on the same day by producing the Admission Fee Receipt / ID Card. In respect of the other students, the material will be sent by post depending on the mode of payment of their tuition fee. If the tuition fee is paid in installments the material will also be sent accordingly.

(ii)   Contact Programme:

Contact between teachers and the taught will be provided by arranging the Contact-cum counseling classes for a period of Ten days at the end of the academic year / Semester and prior to the Annual / Semester Examinations. The venue of the classes, exact dates and timings of the commencement of contact classes will be intimated to the candidates to their mobile by SMS and will be uploaded on official website. Students should produce their identity card for attending these classes. No Hostel / boarding arrangements will be made by the Centre and the students have to make their own arrangements for staying in Hyderabad / District study centers for attending these contact classes.

7. Examinations

Examinations will be held at the end of each semester as per the guidelines of PGRRCDE and University Almanac. There will be theory and practical as per scheme of examinations of each Course . Students will have to write and maintain record notebooks for each practical. Each student will be given a project work to review the literature on a specific scientific gene to align them using the software.

8. Course Duration and Instructions :

i) All Advanced Diploma course extends over a period of two semesters each semester being of 15 weeks duration.

ii) All the admitted candidates shall attend tutorials cum-guided lab sessions organized in the P.G.R.R.C.D.E, Lab.

9. Certificates to be Obtained from PGRRCDE

Candidates can obtain

1. Bonafide and

2. Migration Certificates

by applying through online by visiting the Website: www.oucde.net

10. Certificates to be Obtained from the Office of the Controller of Examinations, Osmania University.

DEGREE CERTIFICATE / MARKS MEMO of Advanced Diploma course can be obtained from the Examination Branch, O.U., by applying through online.

ADVANCE DIPLOMA COURSES, MEDIUM OF INSTRUCTION, DURATION, FEE STRUCTURE

S. No.	Course Name	Medium of Instruction	Duration	Fee**
1	Advanced Diploma in Mathematics	EM	1 year (2 Semesters)	8,000/- Per Annum
2.	Advanced Diploma in English Language Teaching	EM	1 year (2 Semesters)	8,000/- Per Annum
3.	Advanced Diploma in Business Management	EM	1 year (2 Semesters)	8,000/- Per Annum
4.	Advanced Diploma in Bioinformatics	EM	1 year (2 Semesters)	32,000/- Per Annum
5.	Advanced Diploma in Computer Applications	EM	1 year (2 Semesters)	18,000/- Per Annum
6.	Advanced Diploma in Data Science	EM	1 year (2 Semesters)	20,000/- Per Annum
7.	Advanced Diploma in Entrepreneurship Development	EM	1 year (2 Semesters)	15,000/- Per Annum
8.	Advanced Diploma in Vedic Astrology	TM	1 year (2 Semesters)	8,000/- Per Annum
9.	Advanced PG Diploma in Vedic Astrology	TM	1 year (2 Semesters)	10,000/- Per Annum
10.	Certificate Course in Yoga	EM	6 months	6,000/- Per Course

COURSES OFFERED, MEDIUM OF INSTRUCTION AND ELIGIBILITY CRITERIA

S.No.	Course Name	Medium	Eligibility
1.	Advanced Diploma in Mathematics	EM	Any Graduate
2.	Advanced Diploma in English Language Teaching	EM	Any Graduate
3.	Advanced Diploma in Business Management	EM	Any Graduate
4.	Advanced Diploma in Bioinformatics	EM	B.Sc. / M.Sc. /B.Sc. (Ag.)/B.Pharmacy/ BVSc./ MBBS / BDS / BAMS / BUMS / BHMS / BE with 50% of marks
5.	Advanced Diploma in Computer Applications	EM	Any Graduate
6.	Advanced Diploma in Data Science	EM	Any Graduate
7.	Advanced Diploma in Entrepreneurship Development	EM	Any Graduate
8.	Advanced Diploma in Vedic Astrology	TM	Any Graduate
9.	Advanced PG Diploma in Vedic Astrology	TM	Pass in Diploma / Advanced Diploma/ Post-Graduate Diploma in Vedic Astrology or its equivalent
10.	Certificate Course in Yoga	EM	SSC / Matriculation / Equivalent

Advanced Diploma in Bio – Informatics:

Eligibility

Students who have passed their B.Sc. or M.Sc. degrees with 50% marks from any recognized University with Botany, Genetics, Biotechnology, Food and Nutrition, Biochemistry, Microbiology, Marine Sciences, Fisheries, Zoology, Life Sciences, Biosciences, Environmental Sciences, Chemistry, Medicinal Chemistry, Physics or Biophysics, Geophysics, Geology, Computers, Mathematics, Electronics, Statistics, Information Technology are eligible to apply.

Also students who have passed their B. Pharmacy, M. Pharmacy, Agricultural Sciences (B.Sc. Ag., M.Sc. Ag.), Veterinary Sciences (BVSc. Veterinary, MVSc.), M.B.B.S, M.D., BAMS, BHMS, BUMS, B.Tech., M.Tech. (Biotechnology, Computers, Biomedical Engineering, Civil Engineering, Electrical Engineering, Chemical Engineering, Mechanical Engineering, Food Technology, Electronics, Information Technology), B.E., M.E (Electronics, Computers, Information Technology), BOS or MOS with 50% marks are eligible to apply.

Intake of Students :

The total number of seats are 100. The admissions will be given on first come first served basis.

It is a self-financing Advanced Diploma course. The duration of the course is one year. The course comprises both theory and practical classes. There will be four theory and two practical papers. Students will get a Certificate i.e., "Advanced Diploma in Bioinformatics" after the Completion of the course.

ADVANCED DIPLOMA IN BIO INFORMATICS
Scheme of the Examination

SEMESTER – I

S. No.	Paper	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	I	Basics of Biocomputing and biostatistics	30	70	100	3	3
2	II	Molecular biology and Genetic engineering	30	70	100	3	3
3	III	Biological Databases and Algorithms	30	70	100	3	3
4	IV	Biopython programming	30	70	100	3	3
		PRACTICALS					
5	I	Practical Paper - I		50	50	3	2
6	II	Practical Paper - II		50	50	3	2
7	III	Practical Paper - III		50	50	3	2
8	IV	Practical Paper - IV		50	50	3	2
		Total			600		20

SEMESTER – II

S. No.	Paper	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	I	Computational Approaches to Modern Biology	30	70	100	3	3
2	II	Computer Aided Drug Design and Development	30	70	100	3	3
3	III	Machine Learning	30	70	100	3	3
4	IV	Research)roject			150	3	5
		PRACTICALS					
5	I	Practical Paper - I		50	50	3	2
6	II	Practical Paper - II		50	50	3	2
7	III	Practical Paper - III		50	50	3	2
8	IV	Practical Paper - IV		50	50	3	2
		Total			600		20

Note: 1) Downloading of Software in the Lab is prohibited
    2) Personal CD's, Floppies and Pen drives etc. are not allowed.
Internet: DSL high speed connectivity 10 mbps for all the computers and Silicon graphics Workstations.

ADVANCED DIPLOMA IN COMPUTER APPLICATIONS
Scheme of the Examination

SEMESTER – I

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	PC101IT	Programming in C and Data Structures	30	70	100	3	4
2	PC1021T	Elements of Information Technology	30	70	100	3	4
3	PC1031T	Operating Systems	30	70	100	3	4
4	PC1041T	Database Management Systems	30	70	100	3	4
PRACTICALS							
5	PC151IT	C and Data Structures Lab	25	50	75	3	2
6	PC1521T	Information Technology Lab	25	50	75	3	2
7	PC1531T	Database Management Systems Lab	25	50	75	3	2
			195	330	525	-	22

SEMESTER – II

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	PC201IT	Computer Networks	30	70	100	3	4
2	PC202IT	Object Programming using JAVA	30	70	100	3	4
3	PC203IT	Software Engineering and Object Oriented Analysis and Design	30	70	100	3	4
4	PC204IT	Web Programming	30	70	100	3	4
PRACTICALS							
5	PC251IT	JAVA Programming Lab	25	50	75	3	2
6	PC252IT	Web Programming Lab	25	50	75	3	2
7	PC253IT	Mini Project	25	50	75	3	2
			195	330	525	-	22

Fee Concession: There is a fee concession of **Rs.2000/-** in each semester for ADCA, to the Post Graduate students who are currently on rolls of any Department of Osmania University (Campus and Constituent Colleges, including Prof. G. Ram Reddy Centre for Distance Education). To claim concession, a candidate must submit a study certificate from the respective college/ department.

For all the students theory Classes will be held on notified Sundays from 9.00 a.m. to 5.30 p.m. and practical classes will be held only on notified Second Saturday and Sunday from 9.00 am to 5.30 pm.

ADVANCED DIPLOMA IN DATA SCIENCE
Scheme of the Examination

SEMESTER – I

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	DDS101	Data Analytics and Data Management	30	70	100	3	4
2	DDS102	Mathematics for Data Science	30	70	100	3	4
3	DDS103	Python Programming	30	70	100	3	4
PRACTICALS							
4	DDS151	Data Analytics Lab	25	50	75	3	2
5	DDS152	Statistical Methods Lab	25	50	75	3	2
6	DDS153	Python Lab	25	50	75	3	2
			195	330	525	-	18

SEMESTER – II

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	DDS201	Machine Learning	40	60	100	3	4
2	DDS202	Big Data Learning	40	60	100	3	4
PRACTICALS							
3	DDS251	Machine Learning Lab	25	50	75	3	2
4	DDS252	Big Data Analytics Lab	25	50	75	3	2
5	DDS253	Project	50	100	150	3	6
			180	320	500	-	18

ADVANCED DIPLOMA IN MATHEMATICS
Scheme of the Examination

SEMESTER – I

S. No.	Paper	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	I	Sets, Relaties and Functions	30	70	100	3	4
2	II	Number theory, Matrices and Group Theory	30	70	100	3	4
3	III	Real Analysis	30	70	100	3	4
4	IV	Mathematical Statistics-I	30	70	100	3	4

SEMESTER – II

S. No.	Paper	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U. Exam	No. of Credits
1	I	Mathematical Logic, Boolean Algebra and Development of Number system	30	70	100	3	4
2	II	Rings, Fields, Vector, Spaces and Operations Research	30	70	100	3	4
3	III	Differential Equation	30	70	100	3	4
4	IV	Mathematical Statistics-II	30	70	100	3	4

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT
Scheme of the Examination

SEMESTER – I

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	101	Principles of Management	30	70	100	3	4
2	102	Economics for Managers	30	70	100	3	4
3	103	Business Statistics	30	70	100	3	4
4	104	Financial Accounting-I	30	70	100	3	4

SEMESTER – II

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	201	Organizational Behaviour	30	70	100	3	4
2	202	Modern Economic Analysis	30	70	100	3	4
3	203	Quantative Techniques	30	70	100	3	4
4	204	Financial Accounting-II	30	70	100	3	4
5	205	**Optional - I** Personal Management **Optional - II** Marketing Management	30	70	100	3	4

ADVANCED DIPLOMA IN ENGLISH LANGUAGE TEACHING
Scheme of the Examination

SEMESTER – I

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	DELT 101	Language as communication and Structure of Modern English-I	30	70	100	3	4
2	DELT 102	Methods and techniques of English Language Teaching-I	30	70	100	3	4
3	DELT 103	Syllabus Design and Materials Production-I	30	70	100	3	4
4	DELT 104	Testing and Evaluation-I	30	70	100	3	4

SEMESTER – II

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	DELT 201	Language as Communication and Structure of Modern English-II	30	70	100	3	4
2	DELT 202	Methods and Techniques of English Language Teaching-II	30	70	100	3	4
3	DELT 203	Syllabus Design and Materials Production-II	30	70	100	3	4
4	DELT 104	Testing and Evaluation-II	30	70	100	3	4

ADVANCED DIPLOMA IN ENTREPRENEURSHIP DEVELOPMENT
Scheme of the Examination

SEMESTER – I

S. No.	Course Code	Course Title	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	101 ED	Fundamentals of Entrepreneurship	30	70	100	3	4
2	102 ED	Principles of Management	30	70	100	3	4
3	103 ED	Accounting for Business	30	70	100	3	4
4	104 ED	Business Plan & Strategy	30	70	100	3	4
5	105 ED	Innovation Management	30	70	100	3	4
6	106 ED	Marketing for Entrepreneurs	30	70	100	3	4

SEMESTER – II

S. No.	Course Code	Course Title	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	201 ED	Social Entrepreneurship	30	70	100	3	4
2	202 ED	Technology for Entrepreneurs	30	70	100	3	4
3	203 ED	Business peasibility & Analysis	30	70	100	3	4
4	204 ED	Entrepreneurial Finance	30	70	100	3	4
5	205 ED	Project Report*			Grade	3	4
6	206 ED	Viva Voce*			Grade	3	4
		Total Semester II Credits & Marks			100	3	4

ADVANCED DIPLOMA IN VEDIC ASTROLOGY
Scheme of the Examination

SEMESTER – I

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	101	Vaidika Jyothisha Vignanam - Charitra-I	30	70	100	3	4
2	102	Khagola Vignanam - I	30	70	100	3	4
3	103	Phalitha Jyothisham - Moulikashalu - I	30	70	100	3	4
4	104	Muthurtham - Melapakasm - Gocharam - I	30	70	100	3	4
5	105	Jataka Chakra Nirmana Vidhanam (Practicals - I)	30	70	100	3	4

SEMESTER – II

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	101	Vaidika Jyothisha Vignanam - Charitra - II	30	70	100	3	4
2	102	Khagola Vignanam - II	30	70	100	3	4
3	103	Phalitha Jyothisham - Moulikashalu - II	30	70	100	3	4
4	104	Muthurtham - Melapakasm - Gocharam - II	30	70	100	3	4
5	105	Jataka Chakra Nirmana Vidhanam (Practicals - II)	30	70	100	3	4

ADVANCED P G DIPLOMA IN VEDIC ASTROLOGY
Scheme of the Examination

SEMESTER – I

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	101	Prashnashastram - Astakavargu - I	30	70	100	3	4
2	102	Jyothishyam - Anubanda shastralu - I	30	70	100	3	4
3	103	Vidhya Jyothisham - Jyothirvidhyam - I	30	70	100	3	4
4	104	Tajakam - Jaimini - Pachyathya - K.P. - Vidhanalu - I	30	70	100	3	4
5	105	Project			50		2

SEMESTER – II

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	101	Prashnashastram - Astakavargu - II	30	70	100	3	4
2	102	Jyothishyam - Anubanda shastralu - II	30	70	100	3	4
3	103	Vidhya Jyothisham - Jyothirvidhyam - II	30	70	100	3	4
4	104	Tajakam - Jaimini - Pachyathya - K.P. - Vidhanalu - II	30	70	100	3	4
5	105	Project			50		2

CERTIFICATE COURSE IN YOGA
Scheme of the Examination

SEMESTER – I

S. No.	Paper Code	Title of the paper	I.A Marks	U.E Marks	Total Marks	Duration of U Exam	No. of Credits
1	CCY-001	Introduction to Yoga	30	70	100	3	4
2	CCY-002	Traditions of Yoga	30	70	100	3	4
3	CCY-003	Contemporary issues in yoga Practicals	30	70	100	3	4
4	CCY-004	Coassical Hatha Yoga Sadhana and Yogic Diet	30	70	100	3	4
5	CCY-005	Structural & Functional Yoga	30	70	100	3	4

List of District Admission Centers / Learner Support Centers
Prof. G. Ram Reddy Centre for Distance Education, OU.

S.No.	Name
1.	**SAP College, VIKARABAD, VIKARABAD DIST.**
2.	**Peoples College, TANDUR, VIKARABAD DIST.**
3.	**Tara Degree College for Boys, SANGAREDDY.**
4.	**Govt. Degree College, MEDAK, MEDAK DIST.**
5.	**Govt. Degree College, SIDDIPET, SIDDIPET DIST.**
6.	**Nagarjuna Govt. College, NALGONDA.**
7.	**Govt. Degree College, KAMAREDDY.**
8.	**MVS Govt. Degree & P.G. College, MAHABOOBNAGAR.**
9.	**Giriraj Govt. Degree & P.G. College, NIZAMABAD.**
10.	**Govt. Degree College, Patancheru, SANGA REDDY DIST.**

NOTES

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NOTES

Infrastructural Facilities for Students

Opening of E-Library

Psychology Class in Progress

Accounts Section

Auditorium

Visit of ISO Expert Team to PGRRCDE

Seminar Hall

Library

Library

M.B.A. / P.G. Sections

Enquiry

Admission Counters

Book Section

Centeen

EDP Section -Server Room

Information Desk

A View of Auditorium Block

Group photo of PGRRCDE Staff - May 2023