

## I. IMPORTANT INSTRUCTIONS

1. Ragging in any form is strictly prohibited.
2. Preserve this prospectus, and refer the same for Rules and Regulations.
3. Demand Draft / Remittance Coupon, should be signed by the bank authorities branch name, date and address are to be indicated on the draft.  
Collect Study material immediately after the payment of fee at the respective counter. Show the fee receipt.
4. No refund of fee will be made once remitted. There are no fee concessions to any category of students. Note that Remittance Coupon cannot be cancelled. Please check the eligibility before obtaining the Remittance Coupon from the SBH OU Extension Counter.
5. On the back of the Demand Draft / Remittance Coupon, the following particulars should be written:
  - i) Name:
  - ii) Enrolment Number:  
(If new admission is sought, please mention "New Admission")
  - iii) Name of the Course / Subject
  - iv) Purpose of payment:  
(Admission Fee/Tuition fee / Examination fee/any other, specify)
6. You must Quote for all your correspondence  
Enrolment Number  
Name of the Course  
and subject  

FOR ALL QUERIES  
email : [info\\_cde@osmania.ac.in](mailto:info_cde@osmania.ac.in)

Please see website [oucde.ac.in](http://oucde.ac.in) frequently for latest information about exams, fee, classes etc.
7. You must preserve the following till you complete your study  
Fee Receipts, ID card, Transfer Order  
Eligibility certificate issued by Dy. Registrar (Academic) OU for other state candidates.
8. Preserve all the fee receipts till you complete the course and obtain the degree certificate.
9. Subject to availability, the study material will be issued in full, on admission and on payment of fee in full.

10. All fee dues, if any, should be paid before the submission of examination form
11. Preserve the Identity Card with Enrolment Number till the course is completed and produce it on demand at any time. Please note that Enrolment Number and Hall Ticket Number are the same.
12. Those who submit the admission form personally can collect the study material from the Study Material section by showing the fee receipt and Identity Card.
13. All matters relating to examinations / results / marks / certificates will be dealt with only by the Controller of Examinations, Osmania University, Hyderabad-7.
14. Transactions at counters:

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 1.00 p.m.

For all services of students including admissions.

15. Every candidate once admitted shall have to pay the fee for the whole year. If the candidate desires to discontinue the course and obtain the Transfer Certificate in the middle of the academic year or in subsequent years, has to pay the fee for the whole year.
16. If the last day of any transaction falls on a holiday, students are allowed to transact the same on the following working day only and not beyond.
17. Late fee of will be charged after the due date of payment of Tuition fee.
18. Annual examinations normally will be held during **June / July / August** for PG Diploma Courses.
19. Change in address if any, should be immediately communicated to the Centre.
20. For all legal matters the jurisdiction is restricted to Hyderabad City only.
21. 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.
22. According to the norms of the University, a candidate who completes his Degree in Supplementary Examinations will

**NOT be eligible for admission into P.G. Diploma course during the same Academic Year.**

23. The students of the Centre in distance mode courses are NOT eligible for bus facility.
24. Candidates who have studied a part of their course through PGRR Centre for Distance Education will NOT be permitted to seek admission on transfer to the regular college under the jurisdiction of the Osmania University.
25. An extension counter of State Bank of Hyderabad is also operative in the premises of the Centre exclusively for the convenience of the students of PGRRCDE. The working hours of the Bank :
- |                  |   |                        |
|------------------|---|------------------------|
| Monday to Friday | : | 11.00 AM to 2.30 PM    |
|                  |   | and 3.00 PM to 4.00 PM |
| Saturday         | : | 11.00 AM to 1.00 PM.   |
26. All enquiries and correspondence relating to the PGRR Centre for Distance Education must be addressed to

**The Director,  
Prof. G. Ram Reddy Centre for Distance Education,  
Osmania University, Hyderabad-500 007.**

**27. GENERAL INFORMATION :**

**a) Communication Facilities :**

Phones Nos.	:	040-27091605, 040 - 27097177 040-27098350, 040 - 27682275
Fax number	:	04-27097687
e-mail	:	compcde@osmania.ac.in (For PG Diploma Courses) info_cde@osmania.ac.in (For General)
Internet (url)	:	<a href="http://www.oucde.ac.in/computers">http://www.oucde.ac.in/computers</a>

- b) The information brochure and application form for admission can be accessed by logging into PGRR Centre for Distance Education's **website <http://www.oucde.ac.in/computers>.**

candidates applying through downloaded application form should pay Rs. 300/- through a Demand Draft in addition to the admission

fee Total amount of all the fees can be paid through one Demand Draft in favour of the Director, PGRR Centre for Distance Education, OU, Hyderabad.

- c) **DISTANCE EDUCATION BUREAU (DEB)** has granted recognition for all, the courses of Prof. G.Ram Reddy Centre for Distance Education, Osmania University offering through Distance mode.

## **GENERAL ELIGIBILITY CRITERIA**

- 1) There is no age restriction for admission to any course.
- 2) Candidates from all over india will be admitted without any Entrance Test provided the candidates fulfil the requisite qualifying conditions mentioned for the course.
- 3) 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 Eligibility Certificate from Deputy Registrar (Academic), Osmania University to the effect that they are eligible for admission into the university courses.

## **II. POST GRADUATE DIPLOMA IN BIOINFORMATICS**

### **A) Origin of Bioinformatics :**

A decade before DNA sequencing became viable, computational biologists focused on the rapidly accumulating data from protein biochemistry. Without the benefits of supercomputers or computer networks, these scientists laid important conceptual and technical foundations for bioinformatics today.

Computational biologists had developed a diverse set of techniques for analyzing molecular structure, function and evolution. Although originally designed for studying proteins, many of these computing techniques could be adapted for studying nucleic acids. Some of these techniques survive today or have lineal descendants that are used in bioinformatics. In other cases, they stimulated the development of more refined techniques to correct deficiencies in the original methods. Although the nascent field was later revolutionized by the advent of genome projects, large-scale computer networks, immense databases, supercomputers and powerful desktop computers, today's bioinformatics also rests on the important intellectual and technical foundations laid by scientists at an earlier period in the computer era.

## **B) Importance of Bioinformatics :**

The field of bioinformatics has experienced extraordinary growth over the past decade, in large part due to the vast amounts of complex data generated by the Human Genome Project and the concomitant need for sophisticated approaches to storage, retrieval, analysis and sharing of data. Bioinformatics remains one of the most active and powerful scientific areas nationally and internationally. Education and Research in Sciences are increasingly dependent on bioinformatics and advanced information technology infrastructures to develop, manage, interpret, and distribute extremely large data sets generated by high-throughput screening experimental approaches.

Bioinformatics, biological databases, and the worldwide use of computers have accelerated biological research in many fields, such as evolutionary biology. The science that relates to bioinformatics has many components. It usually relates to biological molecules and therefore requires knowledge in the fields of biochemistry, molecular biology, molecular evolution, thermodynamics, biophysics, molecular engineering, and statistical mechanics, to name a few. It requires the use of computer science, mathematical, and statistical principles. Bioinformatics is in the cross roads of experimental and theoretical science. Bioinformatics is not only about modeling or data 'mining', it is about understanding the molecular world that fuels life from evolutionary and mechanistic perspectives. It is truly inter-disciplinary and is changing. Much like biotechnology and genomics, bioinformatics is moving from applied to basic science, from developing tools to developing hypotheses.

In the last three decades, personal computers have become accessible not only across all disciplines of science, but they have also become valuable tools for science education. The easy access of students to computers, and recently the free access to biological databases, opens up new possibilities in the teaching of genetics, taxonomy, and evolutionary biology.

Bioinformatics, an application of information technology to the assessment of biological data, allows an interdisciplinary approach in the teaching of genetics, taxonomy, evolutionary biology and drug discovery.

Drug discovery is the process of discovering and designing drugs, which includes target identification, target validation, lead identification, lead optimization

and introduction of the new drugs to the public. This process is very important, involving analyzing the causes of the diseases and finding ways to tackle them.

**c) 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), BDS or MDS with 50% marks are eligible to apply.

**D) Admission:**

There is no age restriction for admission.

Candidates from all over india will be admitted in P.G. 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.

**E) Intake of students :**

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

**F) Duration of the Course :**

It is a self-financing, post-graduate 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., "P.G. Diploma in Bioinformatics" after the Completion of the course.

**G) Fee Structure :**

<b>Fee Details</b>	<b>Total - Rs.</b>
<b>Tuition Fee</b>	<b>25,000/-</b>
All DD's should be taken in favour of Director, PGRRCDE, OU. Hyd-7 from any Nationalised Bank.	

**H) Fee may be paid in two installments of Rs. 15,000 and 10,000. IInd instalment should be paid within three months compulsory**

**Statement showing the amount charged for Prospectus, Certificates and other items respect of courses offered at Prof. G. Ram Reddy Centre for Distance Education, O.U. from the year 2014-2015**

<b>S.No.</b>	<b>Particulars</b>	<b>Amount</b>
1	Prospectus (All Courses)	Rs. 300/-
2	Transfer Certificate	Rs. 100/-
3	Bonafide Certificate	Rs. 50/-
4	Migration Certificate	Rs. 100/-
5	Weekend Classes - (B.Com. (G), B.Com (Comp))	Rs. 500/-
6	Weekend Classes - M.Com., M.Sc (Maths), M.A. (Eng.)	Rs. 700/-
7	CBIC / MCC Fee per annum	Rs. 500/-

**Statement showing the Admission Fee in respect of P.G. Diploma courses offered at Prof. G. Ram Reddy Centre for Distance Education, O.U. from the year 2014-2015**

<b>S.No.</b>	<b>Particulars</b>	<b>Amount</b>
1	P.G. Diploma in Computer Applications	Rs. 10,500/-
2	P.G. Diploma in English Language & Teaching	Rs. 4,000/-
3	P.G. Diploma in Business Management	Rs. 4,000/-
4	P.G. Diploma in Mathematics	Rs. 4,000/-
5	P.G. Diploma in Bioinformatics	Rs. 25,000/-
6	P.G. Diploma in Town & Country Planning	Rs. 13,000/-

### **I) Examinations:**

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

### **J) Career Openings:**

Bioinformatics throws a plethora of career openings into the market. Bioinformatics companies are looking for people with a blend of Molecular biology, Biochemistry and Computer programming skills. Recruits will have to face the challenges being offered by present-day life sciences. Many pharmaceutical companies train the recruits again so as to suit their demands and employ them permanently. Bioinformatics serves as key member of the biotechnology group or a drug discovery team and will provide access to the wealth of new structural and sequence information. Students who complete the course will have job opportunities in Major Pharmaceutical Industries, Corporate Hospitals, Agricultural Companies, Seed Companies, Research Institutions and many private companies mostly in USA, Canada, European Countries, Australia and also in some private companies and Research Institutions in India.



• **Scheme of the Examination (PGDBIO)**

S.No.	Sub Code	Subject	No. of Units	Duration of Exams	Max. Marks
1	PGDBI-01	Computer Programming	4	3 hours	100
2	PGDBI-02	Biological Databases & Sequence Analysis	4	3 hours	100
3	PGDBI-03	Biochemistry Immunology & Molecular Biology	4	3 hours	100
4	PGDBI-04	Genomics Protein Modeling, Drug Designing	4	3 hours	100
5	PGDBI-05	Practical Paper-I		3 hours	50
6	PGDBI-06	Practical Paper-II		3 hours	50
7	PGDBI-07	Project Work / Dissertation		3 hours	Grade A,B,C,D
				<b>Total</b>	<b>500</b>

**Note:** 1) Downloading of Software in the Lab is prohibited.

2) Personal CD's, Floppies and Pendrives etc. are not allowed.

**FACILITIES FOR BIOINFORMATICS COURSES AT PGRRCDE**

**A. Computation Facilities:**

- 1) Servers - 4  
(Compaq - 4, Sgi - 1, HCL Intel Xeon Dual Processor 1.
- 2) Silicon Graphics 02 Workstations of Global Quality 4 No.s.
- 3) HP systems

## B. Software:

### Software available

- 1) TRIPOS software for Molecular modeling
- 2) TRIPOS software for Drug Designing
- 3) Flex-X, Composer, Site -ID Biopolymer, Modeller, Genfold and others
- 4) Other Software for DNA Sequence Analysis.

## C. Internet:

DSL high speed connectivity 10mbps for all the computers and Silicon graphics Workstations.

### • SUBMISSION OF APPLICATION FORM FOR ADMISSION AND ENCLOSURES

#### Enclosures:

The following documents must be attached with the Admission form. Any lapse in this connection may result in delay in finalization of the Admission and 1 or rejection of the application:

- a) Demand Draft in favour of the Director, Prof. G. Ram Reddy Centre for Distance Education, ou. for Rs. 25,000/- (Rupees Twenty five thousand only). All Demand Drafts should be taken from any Nationalised Bank only and payable at Hyderabad.
- b) Four recent photographs, three passport size and One stamp size photograph for Laminated 10 card same as the One affixed on application form.
- c) S.S.C., Intermediate and Graduation / *Qualifying Examination (B.Sc. / M.Sc., B. Sc. (Ag. )/B. Pharmacy/BVSc./MBBS/BDS/BAMS/BHMS/ BUMS/BE/ B.Tech.)* Memorandum of Marks and Degree Certificate Original with one set of photo copies. (Originals will be returned soon after admission).
- d) In case of **SC/ST** *enclose a photo copy of Caste certificate. In case of Physically Handicapped (PHC) enclose a photo copy of Certificate.*
- e) *One self addressed stamped envelop 14" x 10" (with Rs. 50/- affixed) to return the original certificates. (for those applying through post).*
- f) 3 self-addressed envelopes without postal stamps which are enclosed along with the admission application form.

### III. POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

(1) **ELIGIBILITY:** A graduate of any faculty. (3-years duration)

(2) **COURSE DURATION AND INSTRUCTIONS :**

i) The PGDCA 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 organised in the CDE lab.

iii) The medium of instruction and the Study Material for the PGDCA is offered only in English.

(3) **FEE DETAILS:**

Fee Details	1- Semester	II - Semester
Tuition Fee	RS. 5250/-	RS.5250/-
<b>Total</b>	<b>Rs. 5250/-</b>	<b>Rs.5250/-</b>

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

Fee Details with concession	1- Semester	II - Semester
Tuition Fee	Rs. 3250/-	Rs. 3250/-
<b>Total</b>	<b>Rs. 3250/-</b>	<b>Rs. 3250/-</b>

## 5) ENCLOSURES FOR APPLICATION FORM FOR ADMISSION:

The following documents must be attached 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) Demand Draft in favour of the Director, PGRR Centre for Distance Education, O.U. for a sum as shown in Fee Structure and payable at Hyderabad. All the demand drafts should be taken from **“ANY NATIONALISED BANK ONLY.”**
- b) Four Passport size photographs, taken recently.
- c) S.S.C., Intermediate and B.A./B.Sc./B.Com. Degree Certificate Original with, One Photostat copy, (Originals will be returned soon after admission).
- iv) Original with One Photostat copy of the Marks Memo of Qualifying examination (B.A./B.Sc. and B.Com. three years Degree Examination). (Originals will be returned soon after admission).
- v) **In case of SC /ST enclose a Photostat copy of Caste Certificate. In case of Physically Handicapped (PHC) enclose a Photostat copy of Certificate.**
- f) One self addressed stamped envelope 14" x 10" (with Rs.50/- affixed) to return the original certificates, **(for those applying through post).**

## 6) ENCLOSURES FOR EXAMINATION APPLICATION FORM:

- i) Photostat copies of memo of marks of Previous Exam.
- ii) A Photostat copy of Student Identity Card.
- iii) A Demand Draft for the requisite examination fee.

## 7), SCHEME OF STUDY:

The papers offered in this course are as follows:

### Semester -I

Theory	<b>CS801</b>	Programming Methodology
	<b>CS802</b>	Computer Organisation
	<b>CS803</b>	I.T. Foundations
	<b>CS804</b>	Business Information Systems
	<b>CS805</b>	Operating System Concepts
Practical	<b>CS831</b>	Programming Lab -I (C, C++)
	<b>CS832</b>	Programming Lab-II (MS Office)
	<b>CS833</b>	Programming Lab-III (COBOL)

<b>Semester - II</b>		
Theory	<b>CS851</b>	Visual Programming
	<b>CS852</b>	Data Base Management System
	<b>CS853</b>	Data Structures
	<b>CS854</b>	Internet & Intranet
Practical	<b>CS881</b>	Programming Lab -IV (Oracle)
	<b>CS882</b>	Programming Lab - V (VB&VC++)
	<b>CS883</b>	Programming Lab - VI (Java)
	<b>CS884</b>	Project Work

- 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 Second Sunday from 9.00 am to 5.30 pm.

#### **IV. EXAMINATIONS**

##### **1) Rules of Examinations:**

- i) All the examinations of Osmania University shall be held at Hyderabad and / or such places and on such dates as may be notified and on website.
- ii) Applications for permission to appear at an Examination shall be made on the prescribed form which along with the necessary certificates and the prescribed fee should be submitted to the Director, CDE, OU.
- iii) When a candidate's application is found in order and he/she is found eligible to appear at an examination, the office of CDE shall forward the same to the CDE, OU, and the Controller shall furnish him / her with a hall ticket for the examination and this hall ticket shall be produced by the candidate before he / she can be admitted into the Examination hall.
- iv) A candidate who fails to present himself for the exam for any reason whatsoever or who fails to pass the exam shall not be entitled to claim refund of the whole or part of the examination fee nor for the reservation of the same for a subsequent examination or examinations.

- V) A candidate who has been allowed to appear for University exam in a subject once, but has not been able to appear or has failed to pass the exam may be permitted to reappear in the subject at the subsequent examination whenever held.
- vi) A candidate after he / she has been declared successful in an exam shall be given a certificate setting forth the year of the examination and the subjects in which he / she has been examined.
- vii) 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 exam in the subjects, but has not been able to appear or has failed to pass the exam, may be permitted to reappear in the subject at the subsequent exam.
- viii) That the candidates who have not paid examination fee of PGDCA- I 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 1<sup>st</sup> and 2<sup>nd</sup> Semesters examinations (both Theory and Practicals) along with the 2<sup>nd</sup> semester examinations by paying an amount of RS.200/- extra in addition to the Prescribed Examination fee.
- ix) That **the PGDCA candidates who do not complete** their course within two years are permitted to write the examination by paying Rs. 500/- extra towards registration fee every year.
- x) A 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.
- xi) **A student shall successfully complete the requirements of subjects by securing 50% marks in the Internals. The minimum pass marks for Theory paper is 40% subject to scoring 40% in University Examinations and 50% for practical papers. Division is awarded in accordance with the combined aggregate marks secured by him / her in two semesters.**

## 2) Scheme of Examination (PGDCA) :

<b>Semester - I</b>			
<b>Paper Code</b>	<b>Duration of Exam</b>	<b>Univ.Marks</b>	<b>Internals</b>
<b>Theory:</b>			
CS801	3 hours	80	20
CS802	3 hours	80	20
CS803	3 hours	80	20
CS804	3 hours	80	20
CS805	3 hours	80	20
<b>Practical:</b>			
CS831	3 hours	50	25
CS832	3 hours	50	25
CS833	3 hours	50	25

<b>Semester - II</b>			
<b>Paper Code</b>	<b>Duration of Exam</b>	<b>Univ.Marks</b>	<b>Internals</b>
<b>Theory:</b>			
CS851	3 hours	80	20
CS852	3 hours	80	20
CS853	3 hours	80	20
CS854	3 hours	80	20
<b>Practical:</b>			
CS881	3 hours	50	25
CS882	3 hours	50	25
CS883	3 hours	50	25
CS884	Project work	Grade	25

## ASSIGNMENTS

Submission of Assignments compulsory for the students of PGDCA I & II Semesters. Each candidate has to submit assignments at the end of each semester. Candidates who have not submitted the assignments their results will not be announced. Prescribed fee for submission of Assignments is Rs. 300/- .

#### IV. P.G. Diploma in Town and country Planning (PGDTCP)

1. Duration of the course : One academic year with two semesters.

#### 2. Eligibility

B.A., or B.Sc., Degree with Geography as one of the three equal optionals, B.Arch., B. Planning or B.E. (Civil Eng.) M.A. or M.Sc. (Geography) and M.Sc. (Geoinformatics) (or any other equivalent degree including post graduation.

#### 3. Scheme of Examination

##### Semester-I

Sl. No.	Paper	Teaching per week	Duration of Examination	Maximum Marks	Pass Marks
1.	Planning Theory and Techniques	4 Periods	3 Hrs	100	40
2.	Scope and Content of Planning- Settlement and Regional Levels	4 Periods	3 Hrs	100	40
3.	Environmental Issues related to Planning	4 Periods	3 Hrs	100	40
4.	Urban Infrastructure Network Planning Issues	4 Periods	3 Hrs	100	40
5.	Practical-G.I.S. G.P.S. Web Based Theories and Applications	4 Periods	3 Hrs	100	40

##### Semester-II

Sl. No.	Paper	Teaching per week	Duration of Examination	Maximum Marks	Pass Marks
1.	Planning Legislation and Legal Framework	4 Periods	3 Hrs	100	40
2.	Issues in Traffic and Transportation Planning	4 Periods	3 Hrs	100	40
3.	Urban Sociology, Economics, Geography Theories and Applications	4 Periods	3 Hrs	100	40
4.	Current Trends and Issues in Planning	4 Periods	3 Hrs	100	40
5.	Practicals - II - Project Formulation and Implementation	4 Periods	3 Hrs	100	40

#### FEE DETAILS:

	Ist Semester	IInd Semester
<b>Tuition Fee</b>	<b>6,500-00</b>	<b>6,500-00</b>

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

Project report submission fee : Rs. 500



## V. ELIGIBILITY AND FEE DETAILS FOR OTHER POST GRADUATE DIPLOMA COURSES

- i. POST GRADUATE DIPLOMA IN MATHEMATICS (PGDM)
- ii. POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)
- iii. POST GRADUATE DIPLOMA IN ENGLISH LANGUAGE TEACHING (PGDELT)
  - (1) ELIGIBILITY: Graduate of any faculty (3 years duration)
  - (2) DURATION OF THE COURSE: One academic Year (Year - Wise)

(3)

S.No.	Particulars	Admission Fee
1	P.G. Diploma in Computer Applications	Rs. 10,500/-
2	P.G. Diploma in English Language & Teaching	Rs. 4,000/-
3	P.G. Diploma in Business Management	Rs. 4,000/-
4	P.G. Diploma in Mathematics	Rs. 4,000/-
5	P.G. Diploma in Bioinformatics	Rs. 25,000/-
6	P.G. Diploma in Town & Country Planning	Rs. 13,000/-

No forms will be accepted after this date.

### (5) PAYMENT OF FEE IN INSTALMENTS :

- Note: i) There is a facility of payment of fee in two instalments. If the admission taken before the last date without late fee i.e. before 31st October, IInd instalments within three months.
- ii) No separate intimation is sent for payment second instalment fee. It has to be paid on or before 15<sup>th</sup> November without late fee, failing which examination form will not be sent.

### (6) ENCLOSURES FOR APPLICATION FORM FOR ADMISSION :

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

- i) Demand Draft in favour of the Director, PGRR Centre for Distance Education, O.U. for a sum as shown in Fee Structure and payable at Hyderabad. All demand drafts should be taken from "**Nationalised Banks only.**"
- ii) Four Passport size photographs, taken recently.

- iii) S.S.C., Intermediate and BA / B.Sc./ B.Com./ BE / BTech. M.S. (I. T)/ MCA Degree Certificate Original with One Photostat copy, (Originals will be returned soon after admission). **Transfer Certificate (T.C) is not required for PG. Diploma Courses.**
- iv) Original with One Photostat copy of the Marks Memo of Qualifying examination (BA/ B.Sc. /B.Com. Degree Examination). (Original will be returned soon after admission).
- v) In case of SC / ST enclose a Photostat copy of Caste Certificate.  
In case of Physically Handicapped (PHC) enclose a photo copy of Certificate.
- f) One self addressed stamped envelope **14" x 10"** (with *Rs. 50/-* affixed) to return the original certificates, **(for those applying through post).**

**(7) ENCLOSURES FOR EXAMINATION APPLICATION FORM:**

- i) Photostat copies of memo of marks of Previous Exam.
- ii) A Photostat copy of Student Identity Card.
- iii) A Demand Draft for the requisite examination fee.

**(8) MEDIUM OF INSTRUCTION AND STUDY MATERIAL:**

The medium of instruction and the Study Material for all the Post Graduate Diploma courses offered only in English Medium.

**(9). METHOD OF INSTRUCTION:**

**i) Study Material:**

The Study (Course) Material for each paper consists of about 30 lessons. This material is normally despatched to the students in one or two instalments. The students who take admission in person can collect the material in person 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. If the tuition fee is paid in instalments the material will also be sent accordingly.

**ii) Contact Programme:**

**Contact between teachers and the taught will be provided by**

arranging the Contact-cum-counselling classes for a period of 10 days at the end of the academic year and prior to the Annual Examinations. The venue of the classes, exact dates and timings of the commencement

of contact classes will be intimated to the candidates by posting a letter to individual addresses. 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 centres for attending these contact classes.

**(10) EXAMINATIONS:**

**ii) Rules of Examination:**

- There will be University Examinations at the end of each academic year.
- The minimum pass marks in each paper is 36% and overall aggregate is 40%.
- The students must fill the examination application form as per the instructions and send it to this office along with a Demand Draft for the stipulated amount either in person or by post so as to reach before the specified date. Examination Hall Tickets will be kept on website. A press note also will be issued for the information of students

**Assignments :**

Submission of Assignments is compulsory for a the students of UG/PG/ Diploma admitted from the academic year 2014-15. Each candidate has to submit one assignments (80-20) marks for each paper before the stipulated date. Assignments should be in hand written **only**. Assignments on printed/Photo copy or on typed papers will not be accepted and will not be evaluated at any cost. Assignment questions will be given in the month of March/April. 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 only. A fee Rs. 100/- for each paper should be paid through D.D. alongwith Assignments. A candidate has to pass compulsory the University examination for 80 marks.

**ii) 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.

**(a) P.G. Diploma in Mathematics**

Paper-I	Set Relations & Functions Mathematical logics Boolean Algebra Development of the Number System	100 Marks	3 Hrs
Paper-II	Algebra	100 Marks	3 Hrs
Paper-III	Calculus & Differential Equations	100 Marks	3 Hrs
Paper-IV	Statistics	100 Marks	3 Hrs

**(b) P G Dinloma in Business Management**

Paper-I	Principles of Management and Organisational Behaviour	100 Marks	3 Hrs
Paper-II	Modern Economics Analysis	100 Marks	3 Hrs
Paper-III	Business Statistics & Quantitative Techniques	100 Marks	3 Hrs
Paper-IV	Financial Accounting	100 Marks	3 Hrs
Paper-V	Personnel Management	100 Marks	3 Hrs
Paper-VI	Marketing Management	100 Marks	3 Hrs

**(c) P G Dinloma in English Language Teaching**

Paper-I	Language as Communication and Structure of Modern English	100 Marks	3 Hrs
Paper-II	Methods and Techniques of English Language Teaching	100 Marks	3 Hrs
Paper-III	Syllabus Design and Materials Production	100 Marks	3 Hrs
Paper-IV	Testing	100 Marks	3 Hrs

**ENROLMENT NUMBER AND INDENTITY 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. 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 Counselling session, University Examinations, and at Library . If the original Card is lost, a duplicate card will be issued on remittance of Rs.20/- through a Demand Draft in favour of the Director, PGRRCDE, OU payable at Hyderabad. At the time of taking Degree certificate ID card should be submitted to the Examination Branch.

## **VI.A) CERTIFICATES TO BE OBTAINED FROM THE CENTRE**

### **1) Bonafide Certificate:**

Candidates have to obtain the prescribed application form the Director, PGRR Centre for Distance Education, Osmania University, Hyderabad-7, free of cost, in person or by post, To obtain by post, enclose a self-addressed envelope with Rs.10/- postal stamps or Application form can be download from our website [www.oucde.ac.in](http://www.oucde.ac.in).

These certificates will be issued on remittance of Rs. 40/- for Bonafide Certificate through a Demand Draft taken in favour of the Director, PGRR Centre for Distance Education, OU payable at Hyderabad along with the Photo Stat Copies of the Memorandum of marks. The candidates to obtain these certificates by post are required to enclose a self-addressed-envelope of 11”X5” size and pay Rs.35/- towards Postal charges in addition to the prescribed fee for the certificates in the from of one DD in favour of Director, PGRRCDE OU payable at Hyderabad.

## **B) CERTIFICATES TO BE OBTAINED FROM THE OFFICE OF THE CONTROLLER OF EXAMINATIONS, O.U.**

### **(1) Provisional Certificate:**

Procedures for obtaining Provisional certificate of P.G. Diploma Courses.

Candidates who have passed in the Examinations have to obtain the prescribed application form the **Director, Department of Publications & Press, O.U.**, Hyderabad-7 on payment of Rs.10/- in cash in person /

by DD drawn in favour of Director, Dept. of Publications and Press, OU, Hyderabad-7 along with a self-addressed - cover with Rs. 10/- postal stamp, if it is to be obtained by post or Application form can be downloaded from our website [www.oucde.ac.in](http://www.oucde.ac.in) ; or [www.osmania.ac.in](http://www.osmania.ac.in). Filled in application form along with Photostat Copies of Memorandum of Marks of Previous and Final, a DD of Rs.50/- in favour of **the Registrar, Osmania University, Exam Fee Fund A/C No. 52198262033, Hyderabad** (excluding postal charges) should be submitted in person / by post to the Controller of Exams, OU, Hyderabad-500 007. Those who are desirous of receiving the provisional certificate by post, are required to submit a self -addressed and stamped-envelope. The provisional certificate will be issued only six months after passing the exams.

## (2) Degree Certificate:

Procedure for obtaining Degree Certificate of P.G. Diploma Courses.

A candidate after passing the examination is required to obtain the prescribed application form for obtaining the Degree in Absentia from the **Director, Dept. of Publications & Press, OU, Hyderabad-7** by paying Rs.10/- in cash, person or by sending DD for the same amount drawn in favour of **Director, Dept. of Publications & Press, OU, Hyderabad-7** and to obtain by post also, enclose a self-addressed-envelope affixed with Rs.10/- postal stamps. Application form can be down loaded from our Website [www.oucde.ac.in](http://www.oucde.ac.in) ; or [www.osamaina.ac.in](http://www.osamaina.ac.in) Filled in application form along with two photographs, the Photostat copies of Memorandum of Marks, Provisional Certificate of Qualifying examination, (i.e. M.A./M.Com/ M.Sc.

and UG (BA / B.Com.) as the case may be) DD for the amount as indicated in the form may be sent to the Controller of Exams, OU, Hyderabad - 7.

## VII. ABOUT THE UNIVERSITY

### 1) ORIGIN AND TRADITION OF THE 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 is 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 26<sup>th</sup> 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.

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.

## **2) 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.

## **3) 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.

## **VIII. ABOUT THE PGRR CENTRE FOR DISTANCE EDUCATION**

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.

Encouraged by the response and success of UG, PG programmes, responding to local and global demands, and taking advantage of innovations in Information Technologies, introduced CD and Web based Modular Courses in the year 2001, Certificate Courses in Information Systems.



**The functions of Centre for Distance Education include:**

- To provide a system of learner centred self-paced studies;
- To provide flexible, diversified and need based courses;
- To provide access to all, in order to realize 'Higher Education For All (HEFA); and
- To facilitate knowledge acquisition through out 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 centres! Authorised Learning Centres. This is found to be well received from student target groups. Efforts are afoot to design LCMS based interactive study material. The Distance Education mode with interactive learning system at the core is the need 'Of the day.

## **IX. OUR OTHER PROGRAMMES**

The following courses are offered by the CDE:

### **1. Under-Graduate Courses:**

B.A., B.A.(Mathematics & Statistics), B.A. (Languages),  
B.Com. (General), B.Com. (Computers) and B.B.A./ B.Sc. (Aviation)

### **2. Post-Graduate Courses:**

M.A., M.Com. M.Sc.(Mathematics), M.Sc. (Statistics), MBA, and  
MCA.

## **INSTRUCTIONAL SERVICES**

### **1) MEDIUM OF INSTRUCTION:**

The medium of instruction for our courses will be either English or Telugu or both depending on the course.

### **2) Choice Based Innovative Courses (CBIC)**

### **3) LIBRARY AND COMPUTER LAB FACILITIES:**

The Centre for Distance Education provides excellent study facilities to assist students' learning. The CDE library is located at its campus. Course materials, reference books (prescribed, suggested and additional), audio - visual material and journals are available in the library.

The Centre has an excellent Computer Lab, with LAN and is being presently used to offer computer courses. Efforts are being made to make all the courses on-line through multi-media course material.

#### 4) RECOGNITION OF MERIT:

CDE has established gold medals to be awarded to meritorious students of some of the UG and PG courses.

### X. ADVICE TO DISTANCE LEARNERS

In distance education, a learning environment, i.e., a complete set of stand-alone, pre-prepared, multi-media, self-instructional course materials mostly in print form, is provided to the learners. Learners may study at any time, in any place and at any pace they choose. This method of learning offers tremendous flexibility to adult learners, since they usually have a full-time job and hence their time for study varies. Distance education differs from conventional classroom teaching in that there are no (or very few) lectures or face-to-face sessions and the teacher is often separated from the students during the learning process. In other words, the distance teacher teaches his or her students 'at a distance' through the course materials.

Nevertheless, distance teaching is often supplemented by two-way communication between the teacher and the students, by means of the telephone, correspondence, or pre-arranged face-to-face sessions.

In order to deliver effective education at a distance, the quality of distance-learning course materials therefore has to be comparable to, if not better than, the quality of instruction provided by conventional institutions, i.e. lectures and other face-to-face methods of teaching. It can be difficult to judge the quality of such conventional courses, but you can easily do this for distance learning Courses by looking at their materials, such as those produced by the PGRRCDE.

The advantages of distance education have led to the development of a large number of distance *learning* institutions, or open-learning institutions which adopt the distance learning mode. There are many reasons for this growth. In the age of information, the idea that education received in one's youth is adequate for a *lifetime* is no longer valid, and this has led to a growing need for further and continuing education, for both professional and personal development. Another reason is that traditional institutions, especially tertiary institutions, are *unable* to provide sufficient places to satisfy this increased

demand for education. In addition, as society becomes more sophisticated with the development of technology; better educated people and people with new, rather than traditional, manual skills are required. As well, unlike, face-to-face *lectures* where there is *always* a limit to the size of the lecture hall, a large number of learners (hundreds or even thousands) can enrol in a single distance-learning Course. This characteristic is *particularly* useful in providing education to a *large* audience, especially in a relatively short period of time. Distance education, because of its flexibility, its adaptability of adult learner's needs and its *low* cost, appears to be a good solution for education planners.

### 1) **FOLLOW YOUR STUDY SCHEDULE**

After you have made up your *timetable*, or your monthly or half yearly plan, you have to stick to it. Many distance-learning students spend hours working on their ideal personal schedule, and then forget it. In order to study on a regular basis, you must follow your own study plan. There are advantages of doing so.

- A study plan can overcome inertia and slackness, particularly when used in conjunction with a reward system.
- When work is tackled one step at a time in easy-to-handle steps, then it does not tend to become overwhelming.
- A study schedule can ensure that you do not waste time and that you have time for your other commitments.
- A study schedule can keep track of your progress with study. You know what has to be done and you can compare your performance against what you previously decided to do.

The skills of effective time management take time to develop, but they are well worth the *effort*. Developing these skills may be an important step towards success, not only in your studies as a distance student, but in your subsequent career as well.

Candidates are advised to be in touch with the PGRR Centre for Distance Education, Osmania University visit website [www.oucde.ac.in](http://www.oucde.ac.in) for more details about the

- Contact / Week end classes
- Submission of Examination Forms
- Obtaining of Hall Tickets etc.,





**PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION**

(RECOGNISED 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 INDIA**

**PROSPECTUS FOR 2014-2015**

**P.G. Diploma Courses**

**Prof. S. SATYANARAYANA**

M.Sc., Ph.D.

Vice - Chancellor

**Prof. K. PRATAP REDDY**

M.Sc., Ph.D.

Registrar

**Prof. H. VENKATESHWARLU**

M.Com., M.Phil., Ph.D.

Director

**Prof. B. APPA RAO**

M.Sc., Ph.D.

Joint Director

**Sri K. SEKHAR REDDY**

B.Com.

Dy. Registrar

**Dr. K. NIZAMUDDIN**

M.A., LLB., Ph.D.

Asst. Registrar

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## CAUTION

The Centre / Osmania University has no agents. Candidates should write to the Director, PGRR Centre for Distance Education, Osmania University, Hyderabad - 7 individually for Prospectus and Application Form for Admission. Any application received through tutorials or any other agents will be summarily rejected.

**DIRECTOR**