



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 STATE INDIA

PROSPECTUS FOR 2016-2017

B.A., B.Com., B.B.A.

Prof. S. RAMACHANDRAM

Vice - Chancellor
Osmania University

Prof. E. SURESH KUMAR

Registrar
Osmania University

Prof. H. VENKATESHWARLU

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

Director
PGRRCDE, O.U

Sri NASEERUDDIN AHMED

Asst. Registrar
PGRRCDE, O.U

ALL COURSES EXAM DETAILS

S.No.	Course	Exam Fee	Exam Dates	Exam Fee	Exam Dates
		Annual		Supplementary	
1.	B.A/B.Com. / B.B.A	December (Fresh) Old January	March / April	July / August	October/ November
2.	M.A./M.Com./M.Sc.	January/ February	June/July	-	-
3.	PG Diploma's	April/May	July	-	-
4.	M.B.A.	December	Jan/Feb	May	June/July
5.	M.C.A.	May/June	August	-	-
6.	Bio-Informatics	April	May	-	-
7.	PGDCA	March	April	September	November

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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

Important Note

- Register your **Mobile Number** Compulsorily
- Please visit our website www.oucde.net frequently
- Preserve I.D. Card
- Change of address, and phone numbers should be informed.
- Assignment papers should be hand written and submitted on due date.
- Carry I.D. cards always to PGRRCDE.
- Register for First Year Exam compulsorily
- Other State students should take “Equivalency” Certificate from Board of Intermediate, Telangana State.

Visit www.oucde.net for the following

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

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 by showing the fee Receipt.
4. Please check the eligibility before obtaining the Remittance Coupon from the SBH OU Extension Counter. No refund of fee will be made once remitted.

Please see website every week "www.oucde.net" for all information regarding (classes, fee, exams, admission, assignments etc.)
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. **FOR ALL QUERIES**
email : oucde.net, info_cde@osmania.ac.in
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. At the time of taking degree certificate submit the ID card at controller of examinations, OU.
9. Subject to availability, the study material will be issued in full.

10. All fee dues, if any, should be paid before the submission of examination form
11. 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.
12. All matters relating to examinations / results / marks / certificates will be dealt with only by the Controller of Examinations, Osmania University, Hyderabad-7.
13. 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.
14. 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.
15. Annual examinations normally will be held during **June / July / August** for PG Diploma Courses.
16. Change in address, Mobile No., if any, should be immediately communicated to the Centre.
17. For all legal matters the jurisdiction is restricted to Hyderabad City only.
18. 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.

19. The students of the Centre in distance mode courses are NOT eligible for bus facility.
20. 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.

21. 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 Saturday : 11.00 AM to 2.30 PM
and 3.00 PM to 4.00 PM

Bank closed on : 2nd & 4th Saturdays every month

22. 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.**

23. GENERAL INFORMATION :

a) Communication Facilities :

Phones Nos. : 040-27091605, 040 - 27097177
040-27098350, 040 - 27682275

e-mail : compcde@osmania.ac.in
(For PG Diploma Courses)
info_cde@osmania.ac.in
(For General)

website : oucde.net

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.net/computers>**.

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

Eligibility for post graduate diploma in Bioinformatics

A. There is no age restriction for admission.

B. Candidates from all over india will be admitted in P.G. Diploma in Bioinformatics. The admission will be given to the candidates who fulfil the requisite conditions of eligibility mentioned for the course on first come first served basis.

C) Intake of students :

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

D) Admission:

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.

E) 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.

F) Fee Structure :

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

G) 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 2015-2016

S.No.	Particulars	Amount
1	Prospectus (All Courses)	Rs. 300/-
2	Bonafide Certificate	Rs. 50/-

Admission Fee

S.No.	Particulars	Amount
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/-

H) 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.

• **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
				Total	500

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

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

FACILITIES FOR BIOINFORMATICS COURSE 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.

• ENCLOSURES FOR SUBMISSION OF ADMISSIONS FORM TO P.G. DIPLOMA IN BIOINFORMATION

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 or rejection of the application:

- a) Demand Draft in favour of the Director, Prof. G. Ram Reddy Centre for Distance Education, ou. one from any Nationalised Bank only and payable at Hyderabad.
- b) Three passport size photographs taken recently should be affixed to the admission form, ID Card & Index Card.
- 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 xerox copies. (Originals will be returned soon after admission).
- d) In case of **SC/ST/BC** *enclose a xerox copy of Caste certificate. In case of Physically Handicapped (PHC) enclose a xerox copy of Certificate.*
- e) *One self addressed stamped envelop 14" x 10" (with Rs. 60/- affixed) to return the original certificates. (for those applying through post).*

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 P.G.R.R.C.D.E, Lab.

(3) **FEE DETAILS:**

Fee Details	1- Semester	II - Semester
Tuition Fee	Rs. 5250/-	Rs. 5250/-
Total	Rs. 5250/-	Rs. 5250/-

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/-
Total	Rs. 3250/-	Rs. 3250/-

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. payable at Hyderabad. From any Nationalised Banks payable at Hyderabad only.
- b) Three Passport size photographs, taken recently.

- c) S.S.C., Intermediate, graduation memos and Degree Certificate Original with, One xerox copy, (Originals will be returned soon after admission).
- d) **In case of SC /ST/ BC enclose a Photostat copy of Caste Certificate. In case of Physically Handicapped (PHC) enclose a xerox copy of Certificate.**
- f) One self addressed stamped envelope 14" x 10" (with Rs.60/- affixed) to return the original certificates, **(for those applying through post).**

6) ENCLOSURES FOR EXAMINATION APPLICATION FORM:

- i) Xerox copies of memo of marks of Previous Exam.
- ii) A Xerox 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	CS801	Programming Methodology
	CS802	Computer Organisation
	CS803	I.T. Foundations
	CS804	Business Information Systems
	CS805	Operating System Concepts
Practical	CS831	Programming Lab -I (C, C++)
	CS832	Programming Lab-II (MS Office)
	CS833	Programming Lab-III (COBOL)

Semester - II

Theory	CS851	Visual Programming
	CS852	Data Base Management System
	CS853	Data Structures
	CS854	Internet & Intranet
Practical	CS881	Programming Lab -IV (Oracle)
	CS882	Programming Lab - V (VB&VC++)
	CS883	Programming Lab - VI (Java)
	CS884	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,P.G.R.R.C.D.E, OU.
- iii) 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.
- iv) 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 1st and 2nd Semesters examinations (both Theory and Practicals) along with the 2nd semester examinations by paying an amount of RS.200/- extra in addition to the Prescribed Examination fee.
- v) **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.

- vi) As 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.
- vii) **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.**

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/- .

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 English Language & Teaching	Rs. 4,000/-
2	P.G. Diploma in Business Management	Rs. 4,000/-
3	P.G. Diploma in Mathematics	Rs. 4,000/-

(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 or rejection of the application:

- i) Demand Draft in favour of "The Director, PGRR Centre for Distance Education, OU from any "**Nationalised Banks**" payable at Hyderabad only.
- ii) Three Passport size photographs, taken recently.
- iii) S.S.C., Intermediate, Graduation memo and Degree Certificate Original with One Xerox copy, (Originals will be returned soon after admission).
Transfer Certificate (T.C) is not required for PG. Diploma Courses.
- iv) In case of SC / ST/BC enclose a Xerox copy of Caste Certificate.
In case of Physically Handicapped (PHC) enclose a Xerox copy of PHC Certificate.
- v) One self addressed stamped envelope **14" x 10"** (with *Rs. 60/-* affixed) to return the original certificates, (**for those applying through post**).

(7) ENCLOSURES FOR EXAMINATION APPLICATION FORM:

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

iv) Eligibility Certificate Issued by Dy.Registrar(Acadmic)OU for other state Candidate.

(8) MEDIUM OF INSTRUCTION AND STUDY MATERIAL:

The medium of instruction and the Study Material for all the Post Graduate Diploma courses are 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 some 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 SMS and 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 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. Examination date also studenty by instutited to the SMS mobile.

Assignments :

Submission of Assignments is compulsory for a the students of PG Diploma admitted from the academic year 2016-17. Each candidate has to submit one assignment (20) marks for each paper before the stipulated date. 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 questions will be given in the official website. 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. 300/- should be paid through D.D. alongwith Assignments. A candidate has to pass compulsory in the University examination.

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

FORMAT

- a. NAME OF THE COURSE
- b. NAME OF THE STUDENT
- c. ENROLLMENT NUMBER
- d. NAME OF THE PAPER
- e. DATE OF SUBMISSION
- f. BANK & DD NO.

6. Write the above said details clearly on every assignment paper, otherwise your paper will not be valued.
7. Tag all the assignments paper-wise and submit.
8. Submit the assignments on or before the stipulated date at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

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

Papers	Subjects	University Exam	I.A.	Duration of Exam
Paper-I	Set Relations & Functions Mathematical logics Boolean Algebra Development of the Number System	80	20	3 Hrs
Paper-II	Algebra	80	20	3 Hrs
Paper-III	Calculus & Differential Equations	80	20	3 Hrs
Paper-IV	Statistics	80	20	3 Hrs

(b) P G Dinloma in Business Management

Papers	Subjects	University Exam	I.A.	Duration of Exam
Paper-I	Principles of Management and Organisational Behaviour	80	20	3 Hrs
Paper-II	Modern Economics Analysis	80	20	3 Hrs
Paper-III	Business Statistics & Quantitative Techniques	80	20	3 Hrs
Paper-IV	Financial Accounting	80	20	3 Hrs
Paper-V	Personnel Management	80	20	3 Hrs
Paper-VI	Marketing Management	80	20	3 Hrs

(c) P G Dinloma in English Language Teaching

Papers	Subjects	University Exam	I.A.	Duration of Exam
Paper-I	Language as Communication and Structure of Modern English	80	20	3 Hrs
Paper-II	Methods and Techniques of English Language Teaching	80	20	3 Hrs
Paper-III	Syllabus Design and Materials Production	80	20	3 Hrs
Paper-IV	Testing	80	20	3 Hrs

VI.A) CERTIFICATES TO BE OBTAINED FROM THE CENTRE

1) Bonafide Certificate:

Candidates have to obtain the prescribed application at PGRRCDE, free of cost, in person or by post, To obtain by post, enclose a self-addressed envelope with Rs.20/- postal stamps or Application form can be download from our website www.oucde.net.

Bonafide certificate will be issued on remittance of Rs. 50/- 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.60/- towards Postal charges in addition to the prescribed fee for the certificates in the form 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) 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.20/- 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.20/- postal stamps. Application form can be down loaded from our Website www.osmania.ac.in. Filled in application form along with two photographs, the Xerox copies of Memorandum of Marks, Provisional Certificate of Qualifying examination, (i.e. M.A./M.Com/ M.Sc., SSC., Intermediate.

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 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.

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 'hat 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.

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. 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.Com. (General), and B.B.A.

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.

COURSES OFFERED BY PGRRCDE

Admissions Start from 15th July, 2015 onwards

Courses	Years	Eligibility	Fee (Rs.)
M.B.A.	2 yrs	Graduate with ICET - 2016 or ET conducted by PGRRCDE, O.U	per semester Rs. 7,500/-
M.C.A.	3 yrs	Any Graduate with qualifying ICET - 2015 or ET conducted by PGRRCDE, OU	Rs. 12,000/-
M.A. (Hindi I Telugu / Sanskrit /Urdu)	2 yrs	A Graduate in the concerned subject	per annum Rs. 4,000/- p.a.
M.A. (English)	2 yrs	A Graduate in the concerned subject	Rs. 4,500/- p.a.
M.A. (Philosophy /Sociology / Public Personnel Mgt.)	2 yrs	Graduate of any faculty	Rs. 4,000/- p.a.
M.A. (Economics / Pol. Science / History)	2 yrs	A Graduate in the concerned subject	Rs. 4,000/- p.a.
M.A.Psychology)	2 yrs	A Graduate in the concerned subject	Rs. 6,700/- p.a.
M.Com	2 yrs	Pass in B.Com	Rs. 4,500/- p.a.
M.Sc. (Mathematics)	2 yrs	A Graduate in the concerned subject	Rs. 4,500/- p.a.
M.Sc. (Statistics)	2 yrs	Graduate with Mathematics / Statistics	Rs. 4,000/- p.a.
B.A	3 yrs	Inter or 10+2 level exam Pass	Rs. 2,500/- p.a.

B.A Mathematics & Statistics	3 yrs	Inter Pass or 10+2 with Maths	Rs. 2,500/- p.a.
B.Com (General)	3 yrs	Inter or 10+2 level exam Pass	Rs. 3,000/- p.a.
B.B.A	3 yrs	Inter or 10+2 level exam Pass	Rs. 6,000/- p.a.
P.G. Diploma in Mathematics	1 yr	Graduate of any faculty. (3 YDC)	Rs. 4,000/- p.a.
P.G. Diploma in English Language Teaching	1 yr	Graduate of any faculty. (3 YDC)	Rs. 4,000/- p.a.
P.G. Diploma in Business Management	1 yr	Graduate Of any faculty. (3 YDC)	Rs. 4,000/- p.a.
P.G. Diploma in Bioinformatics	1 yr	B.Sc / M.Sc / B.Sc.(Ag.) / B. Pharmacy / BVSc / MBBS / BDS / BAMS / BUMS / BHMS / BE with 50% of marks	Rs. 25,000/- p.a.
P.G. Diploma in Computer Applications	1 yr	Graduate of any faculty (3 YDC)	Rs. 10,500/- p.a.

List of District Admission Centres of PGRR CDE, OU

S.No.	Name of the Centre	Name of the Coordinator	Contact Number
1.	SAP College, Vikarabad	Maheshwar Reddy	
2.	Peoples College, Tandur Ranga Reddy Dist.	Satyanand Kumar	9849812106
3.	Tara Degree College for Boys, Sangareddy	Swati / Ambika Rajendra Kumar	9502585525 9949445226 9440890253
4.	Govt. Degree College, Medak	Anji Goud	9440462354
5.	Government Degree College, Siddipet	Ramachary	9000636369
6.	NG College, Nalgonda	R Gopal Rao	9912437219
7.	Govt. Degree College, Kamareddy	P.V.Narsimha	9441154246
8.	MVS Govt. Degree & PG College, Mahboobnagar	J. Venkateshwarlu	9441705828
9.	Giriraj Govt. Degree & PG College, Nizamabad,	Rajitha	9490609259
10.	SV College Amaravati Nagar, Suryapet	Dr Ravindra Chary	9291214524 08684-220167 9490570303

CDE, OU

Contact
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ALL COURSES EXAM DETAILS

S.No.	Course	Exam Fee	Exam Dates	Exam Fee	Exam Dates
		Annual	Annual	Supplementary	Supplementary
1.	B.A/B.Com. / B.B.A	December (Fresh) Old January	March / April	July / August	October/ November
2.	M.A./M.Com./M.Sc.	January/ February	June/July	-	-
3.	PG Diploma's	April/May	July	-	-
4.	M.B.A.	December	January/ February	May	June/June
5.	M.C.A.	May/June	August	-	-
6.	Bio-Informatics	April	May	-	-
7.	PGDCA	March	April	September	November