



## **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 for the period 2017-2024)

(A University Category-I Grade Autonomy Recognised by UGC)  
HYDERABAD - 500 007, TELANGANA STATE, INDIA

# **PROSPECTUS**

**For the Academic Year 2021-2022**

### **Prof. D. RAVINDER**

Vice - Chancellor  
Osmania University

### **Prof. P. LAXMINARAYANA**

Registrar  
Osmania University

### **Prof. G. B. REDDY**

Director  
PGRRCDE, O.U

### **Dr. J. RAVI KUMAR**

Joint Director  
PGRRCDE, O.U

### **Smt. P. VEERA MANI**

Asst. Registrar  
PGRRCDE, O.U



## **Administrative Staff**

<b>Name</b>	<b>Contact Number</b>
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**PGRR Centre for Distance Education, O.U**

Website : [www.oucde.net](http://www.oucde.net)

For all the details / information visit the above website

## **I. 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 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 utilised 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.

### **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.

## **II. ABOUT THE PGRR CENTRE FOR DISTANCE EDUCATION, OSMANIA UNIVERSITY**

The PGRR Centre for Distance Education, Osmania University 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 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 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 Centres or 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.

### III. COURSES OFFERED

The following courses are offered by the PGRRCDE:

#### POST GRADUATE COURSES (Yearwise - Two years)

Duration	Medium of Instruction
<b>M.B.A.</b> (Two years - Four Semesters )	EM
<b>M.C.A.</b> (Two years -Four Semesters)	EM
<b>M.A.</b> (Arts) (Two years)	
- Philosophy	EM
- English	EM
- Hindi	HM
- Telugu	TM
- Urdu	UM
- Sanskrit	EM
<b>M.A.</b> (Social Sciences)	
- Economics	EM
- Political Science	EM&TM
- Public Personnel Management	EM
- Public Administration	EN
- History	EM
- Sociology	EM
- Psychology	EM
<b>M.Com.</b>	EM
<b>M.Sc.</b> Mathematics	EM
<b>M.Sc.</b> Statistics	EM

#### UNDER - GRADUATE COURSES

<b>B.A.</b> (Three years)	EM & TM
<b>B.A.</b> (Mathematics & Statistics)	

**A candidate can choose any three optional papers from the list of combinations provided in the Prospectus available on-line.**

<b>B.Com.</b> (Three years)	EM & TM
<b>B.B.A.</b> (Three Years )	EM

#### DIPLOMA COURSES

Post Graduate Diploma in Mathematics (one year-year wise)	EM
Post Graduate Diploma in Business Management (one year-year wise)	EM
Post Graduate Diploma in English Language Teaching (one year-year wise)	EM
Post Graduate Diploma in Computer Applications (one year-two semesters)	EM
P.G. Diploma in Bio-informatics (One year)	EM

### 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**. 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 below.

### Details of Course Fee :

Course	Fee (Rs.)
<b>M.B.A.</b>	Rs.10,000/- per sem
<b>MCA</b> (2 Years-4 Semester)	Rs.7,500/- per sem
<b>M.A.</b> (Urdu/ Hindi/ Telugu/ Sanskrit)	Rs.6,000/- per annum
<b>M.A.</b> (English)	Rs.6,500/- per annum
<b>M.A.</b> (Philosophy / Sociology / Public Personnel Mgt. / Public Administration)	Rs.6,000/- per annum
<b>M.A.</b> (Economics/ Pol.Science/ History)	Rs.6,000/- per annum
<b>M.A.</b> (Psychology)	Rs.9,000/- per annum
<b>M.Com.</b>	Rs.6,500/- per annum
<b>M.Sc.</b> (Mathematics)	Rs.6,500/- per annum
<b>M.Sc.</b> (Statistics)	Rs.6,000/- per annum
<b>B.A.</b>	Rs.4,000/- per annum
<b>B.A.</b> (Mathematics & Statistics)	Rs.4,000/- per annum
<b>B.Com.</b> (General)	Rs.5,000/- per annum
<b>B.B.A.</b>	Rs.8,000/- per annum
<b>P.G. Diploma in Computer Applications</b>	Rs.8,000/- per sem
<b>P.G. Diploma in Mathematics</b>	Rs.6,000/-
<b>P.G. Diploma in English Language Teaching</b>	Rs.6,000/-
<b>P.G. Diploma in Business Management</b>	Rs.6,000/-
<b>P.G. Diploma in Bioinformatics</b>	Rs.30,000/-

### Registration and Payment of Course fee schedule :

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

1) 1 <sup>st</sup> Phase Admissions for all the Courses	July - August *
2) 2 <sup>nd</sup> 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 our courses will be either English or Telugu or 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.

### **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.

## **INTERNAL ASSIGNMENTS:**

All the students enrolled in different courses of **Prof. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION** should write and submit **Internal Assignment** for each paper which is compulsory. Each assignment carries 20 marks (for MBA/MCA/BBA 30 marks). The marks awarded to the students will be forwarded to the **Controller of Examination**, OU for inclusion in the Memo of Marks along with the Marks obtained in the Year-end Examination conducted by the **University**. The candidates have to pay the internal assignments fee along with the payment of the examination Fee. He will not be given an opportunity to submit the internal assignment in subsequent years if he / she fails to submit internal assignment before the stipulated date. It will not be accepted and the candidate has to forego the assignment marks.

## **IMPORTANT INSTRUCTIONS TO THE CANDIDATES:**

1. Register your Mobile Number Compulsorily
2. Please visit our website **www.oucde.net** frequently
3. Preserve I.D. Card
4. Change of address, and phone numbers should be informed.
5. Assignment 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 towards for promotion for subsequent Years

8. Other State students should take "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.
9. Visit [www.oucde.net](http://www.oucde.net) for the following information.
  - Contact / Week end classes
  - Payment of Examination fee
  - Submission of Assignments
  - Downloading of Hall Tickets
  - Examination Time Tables
10. Collect Study material immediately after the payment of course fee at the respective counter by showing the fee receipt.
11. No refund of fee will be made once remitted. There are no fee concessions to any category of students.
12. You must quote the following information for all your correspondence:
  - Enrolment Number
  - Name of the course
  - Subject
13. You must preserve the following till you complete your study (i) Fee Receipts (ii) ID card (iii) Transfer Order
14. Subject to availability, the study material will be issued in full, on admission and on payment of fee in full.
15. Please note that Enrolment Number and Hall Ticket Number are the same.
16. 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 fee through Online, can also collect the study material from the Study Material section by showing the Online fee receipt/Acknowledgement.
17. All matters relating to examinations/ results / marks / certificates will be dealt with only by the Controller of Examinations, Osmania University, Hyderabad-7.
18. Transactions at counters for all services of students including admission:
 

<b>Monday to Saturday</b>	:	<b>10.30 a.m. to 1.30. p.m.</b>
	:	<b>2.00 p.m. to 5.00 p.m.</b>
<b>Second Saturday</b>	:	<b>10.30 a.m. to 1.00 p.m.</b>
19. 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.
20. Late fee will be charged after the due date of payment of Tuition fee
21. The Examination fees has to be paid by the candidates as and when the notification is issued for the payment of Exam fee for various courses

22. Annual examinations normally will be held during June / July for PG courses, and semester Examinations for MBA course are normally held in the month of May (I & II semester) and September (III & IV Semesters). For Graduate courses (BA/B.Com./BBA) the examinations are conducted along with the regular course.
23. Change in address and mobile number, if any, should be immediately communicated to the Centre.
24. For all legal matters the jurisdiction is restricted to Hyderabad City only.
25. 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.
26. 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.
27. 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.
28. Candidates who have studied a part of their course through PGRR Centre for Distance Education will not be permitted to seek admission to the regular college under the jurisdiction of the Osmania University.
29. 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.

### **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, Annexure-III 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 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.
- 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 Eligibility Certificate from the Deputy Registrar (Academic), Osmania University to the effect that they are eligible for admission into the university courses.

## Post Graduate Courses (M.A., M.Com. and M.Sc.) ;

### ● M.A. (Arts) :

- |               |            |
|---------------|------------|
| 1) Philosophy | 2) English |
| 3) Hindi      | 4) Telugu  |
| 5) Sanskrit   | 6) Urdu    |

### ● M.A. (Social Sciences) :

- |                                |                          |
|--------------------------------|--------------------------|
| 1) Economics                   | 2) Political Science     |
| 3) Public Personnel Management | 4) History               |
| 5) Sociology                   | 6) Psychology            |
|                                | 7) Public Administration |

### ● M.Com.

### ● M.Sc.

- |                        |                       |
|------------------------|-----------------------|
| 1) M.Sc. (Mathematics) | 2) M.Sc. (Statistics) |
|------------------------|-----------------------|

### ELIGIBILITY:

#### M.A. English / Hindi / Sanskrit / Telugu / Urdu :

A candidate should have passed U.G. Degree Examination and studied the subject concerned at UG Level. B.E. / B.Tech / BCA candidates are eligible to pursue MA (English) course. Those who have passed P.G. Diploma in Sanskrit or its equivalent are eligible for M.A. (Sanskrit).

#### M.A. Economics / Political Science / History :

A Candidate should have passed Graduation / Degree Examination and studied the subject concerned at UG Level. B.Com Graduates are also eligible to take admission in MA(Economics).

#### M.A. Public Personnel Management / M.A. Philosophy / M.A. Sociology / M.A. Public Administration:

A candidate should have passed any UG (3 years duration) Degree examination.

#### M.A. Psychology:

A candidate should have passed UG (3 years duration) Degree Examination with Psychology as one of the subjects in BA or Bachelor of Mentally Retarded (BMR) / Bachelor of Social Work (BSW)/ M.Ed. / MA (Education)/ M.Sc. (Home Science)/ Diploma in Child Psychology/ Diploma in Industrial Psychology.

**M.Com.:** A candidate should have passed B.Com. (3 years duration)

#### M.Sc. Mathematics:

A pass in B.A./B.Sc. (3 years duration) / BE / B.Tech and should have studied the Mathematics as one of the subjects at UG level.

Those who have passed P.G. Diploma in Mathematics or AMIE Degree Course in Mechanical Engineering Examination conducted by the Institute of Mechanical Engineers, Bombay, are also eligible to pursue M.Sc.(Maths).

### **M.Sc. Statistics:**

A pass in B.A./B.Sc. (3 years duration) and should have studied Mathematics / Statistics as one of the subjects at UG level. The Candidates who have passed B.E./ B.Tech are not eligible.

**DURATION OF THE COURSE:** Two academic Years (Year - Wise)

### **FEE PARTICULARS:**

S.No.	Course	Fee Amount	
		Previous	Final
1	M.Com	Rs. 6,500/-	Rs. 6,500/-
2	M.Sc. (Maths)	Rs. 6,500/-	Rs. 6,500/-
3	M.Sc (Stats)	Rs. 6,000/-	Rs. 6,000/-
4	M.A. PPM (Public Personnel Mgt)	Rs. 6,000/-	Rs. 6,000/-
5	M.A. Public Administration	Rs. 6,000/-	Rs. 6,000/-
6	M.A. Political Science	Rs. 6,000/-	Rs. 6,000/-
7	M.A. Economics	Rs. 6,000/-	Rs. 6,000/-
8	M.A History	Rs. 6,000/-	Rs. 6,000/-
9	M.A. Sociology	Rs. 6,000/-	Rs. 6,000/-
10	M.A. Psychology	Rs. 9,000/-	Rs. 9,000/-
11	M.A. English	Rs. 6,500/-	Rs. 6,500/-
12	M.A. Telugu	Rs. 6,000/-	Rs. 6,000/-
13	M.A. Hindi	Rs. 6,000/-	Rs. 6,000/-
14	M.A. Sanskrit	Rs. 6,000/-	Rs. 6,000/-
15	M.A. Urdu	Rs. 6,000/-	Rs. 6,000/-
16	M.A. Philosophy	Rs. 6,000/-	Rs. 6,000/-

### **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 year courses.

- i) A Post Graduate candidate who withdraws from a regular college of the Osmania University after completion of her/his first year can seek admission directly to the second year 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 will also be admitted directly to the second year 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 :

- (i) Original Memo of Marks of Qualifying examination  
(BA/B.Com./B.Sc./B.Tech/B.E.Degree Examination)
- (ii) Transfer certificate in original from the college last studied (Not returnable)
- (iii) Degree Provisional/ Convocation Certificate.
- (iv) S.S.C. and Intermediate certificates.
- (v) SC/ST/BC/PHC certificates (If applicable)
- (vi) **Migration Certificate** in original (not returnable), in case the candidate has passed the qualifying Examination from Universities in Indai , 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**.

Course	Instruction	Study Material
<b>M.A.</b> Philosophy English Hindi Sanskrit Urdu Telugu	English English Hindi English Urdu Telugu	English English Hindi English Urdu Telugu
<b>M.A.</b> Economics Political Science Public Personnel Management (PPM) Public Administration History Sociology Psychology	English English English English English English English English	English English & Telugu English English English English English English
<b>M.Com</b>	English	English
<b>M.Sc (Mathematics)</b>	English	English
<b>M.Sc (Statistics)</b>	English	English

## MEDIUM OF INSTRUCTION AND STUDY MATERIAL

### METHOD OF INSTRUCTION

- I) **Study Material** : The Self- Instructional study/ course material for each paper consists of about 30 lessons. 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.

### 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 and prior to the Annual Examinations. 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.

### **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 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**

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

#### **COMPULSORY**

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

#### **COMPULSORY**

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 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](http://www.oucde.net)

**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.**

#### **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.
- In case of PG courses, they 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 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. (Maths) 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.

Candidates who have completed four years period from the year of registration and paid term fee for previous but not registered for Previous examinations, by paying 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.

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

### **Internal Assignments :**

Every student of M.A./M.Com./M.Sc. I & II Year who have paid Examination Fee for the First time only have to write and submit Assignment for each paper compulsorily for that Year Only. Each assignment carries 20 marks (for MBA/MCA/BBA 30 marks). University Examinations will be held for 80 marks (for MBA/MCA/BBA 70 marks). The concerned faculty evaluates these assignment scripts. The marks awarded to you will be forwarded to the Controller of Examination, for inclusion in the University Examination marks. If you fail 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.

Students have to pay Rs. 300/- Internal Assignment Fee along with the Examination Fee 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 valued at any cost. Only hand written Assignments will be accepted and valued.**

### **List of Papers with Titles for M.Com./ M.Sc./ M.A., Courses :**

	<b>M.Com Previous Paper</b>		<b>M.Com Final Paper</b>
Paper-I	Advanced Managerial Accounting	Paper-I	Quantitative Techniques for Business Decisions
Paper-II	Managerial Economics and Business Environment	Paper - II	Human Resource Management and Industrial Relations
Paper-III	Marketing Management	Paper - III	Strategic Management
Paper-IV	Financial and Investment Management	Paper - IV	Cost Accounting & Control
Paper-V	Organisation Theory and Behaviour	Paper - V	Taxation
	<b>M.Sc (Mathematics) Previous Paper</b>		<b>M.Sc (Mathematics) Final Paper</b>
Paper-I	Algebra	Paper-I	Complex Analysis
Paper-II	Real Analysis	Paper - II	Measure Theory
Paper-III	Topology and Functional Analysis	Paper - III	Operations Research and Numerical Techniques
Paper-IV	Elementary Number Theory	Paper - IV	Fluids Mechanics
Paper-V	Mathematical Methods	Paper - V	Intergral Transforms, Integral Equations & Calculus of Variations.



	<b>M.Sc. Statistics - ( Previous)</b>		<b>M.Sc. Statistics – (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper -I	Mathematical Analysis and Linear Algebra	Paper -I	Statistical Inference
Paper - II	Probability Theory	Paper - II	Linear Models & Design of Experiments
Paper - III	Distribution Theory and Multivariate Analysis	Paper - III	Operations Research
Paper - IV	Sampling Theory and Theory of Estimation	Paper - IV	Time Series Analysis, Statistical Process and Quality Control
	<b>Practical Papers</b>		<b>Practical Papers</b>
Paper - I	Linear Algebra, Distribution Theory and Multivariate Analysis	Paper - I	Statistical Inference, Linear Models and Design of Experiments
Paper -II	Sampling Theory, Theory of Estimation and Index Numbers	Paper -II	Operations Research, Statistical Process & Quality Control and Time Series

	<b>M.A. P.P.M. (Previous)</b>		<b>M.A. P.P.M. (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper -I	Environment of Public Organizations	Paper -I	Human Resource Development
Paper - II	Management	Paper - II	Employer-Employee Relations
Paper -III	Organizational Behaviour	Paper - III	Industrial Relations & Labour Legislations
Paper -IV	Personnel Management	Paper -IV	Compensation Administration
		Paper - V	Research Methods

	<b>M.A. Public Administration (Previous)</b>		<b>M.A. Public Administration (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper -I	Administrative Theory	Paper -I	Personnel Administration
Paper - II	Management Science and Techniques	Paper - II	Governance
Paper -III	Comparative and Development Administration	Paper - III	Rural Governance
Paper -IV	Indian Administrative System	Paper -IV	Public Policy and Public Administration
Paper - V	Financial Administration	Paper - V	Research Methods

	<b>M.A. Political Science (Previous)</b>		<b>M.A. Political Science (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper -I	Western Political Theory	Paper -I	Indian Political Thought
Paper - II	International Relations	Paper - II	Research Methodology
Paper - III	Indian Political System	Paper - III	Social Movements in India
Paper- IV	Political Sociology & Political Economy	Paper – IV	Government and Politics in Andhra Pradesh
Paper - V	Public Policy	Paper - V	Comparative Politics

	<b>M.A. Economics (Previous)</b>		<b>M.A. Economics (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper - I	Micro Economic Analysis	Paper - I	Economics of Social Sector and Environment
Paper - II	Macro Economics	Paper - II	Economics of Growth & Development
Paper - III	Quantitative Methods	Paper - III	Indian Economic Policy
Paper - IV	Public Economics	Paper - IV	Agricultural Economics
Paper - V	International Trade & Finance	Paper - V	Industrial Economics

	<b>M.A. History (Previous)</b>		<b>M.A. History (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper - I	Ancient Civilizations	Paper - I	Historiography and Historical Methods
Paper - II	History of India from Earliest times to 1206 A.D.	Paper - II	History of India 1752-1947
Paper - III	Socio-Economic History of Medieval India (1206-1757 AD)	Paper - III	Socio Economic History of Modern India 1757-1947
Paper - IV	History of Andhras (upto 1323 A.D.)	Paper - IV	History of Andhras 1323-1956 A.D.
Paper - V	History of Modern World (A.D. 1453-1871 A.D.)	Paper - V	World History 1872-1964

	<b>M.A. Sociology (Previous)</b>		<b>M.A. Sociology (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper - I	Development of Social Thought	Paper - I	Sociological Perspectives & Theory
Paper - II	Sociology of Development	Paper - II	Urban Sociology & Urban Development
Paper - III	Rural Sociology and Rural Development	Paper - III	Social Anthropology
Paper - IV	Industrial Sociology	Paper - IV	Sociology of Education
Paper - V	Methodological Foundations	Paper - V	Statistical Foundations

	<b>M.A. Psychology (Previous)</b>		<b>M.A. Psychology (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper - I	Statistics in Psychology	Paper - I	Abnormal and Health Psychology
Paper - II	Social Psychology Theory and Applications	Paper - II	Life Span Development
Paper - III	Cognitive Psychology	Paper - III	Optional- (A) : Foundations of Organizational Behaviour Optional - (B) : Foundations and Theoretical Approaches to Counselling
Paper - IV	Personality Theories and Assessment	Paper - IV	Optional - (A) : Human Resource Policies and Practices Optional - (B) : Counselling Skills and Applications
Paper - V	Experimental Psychology (Practical)	Paper - V	Psychological Testing Theory (Practical)

	<b>M.A. English (Previous)</b>		<b>M.A. English (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper - I	History and Structure of English	Paper - I	English Language & Teaching
Paper - II	Literature of 16th & 17th Century	Paper - II	American Literature
Paper - III	English Literature of 18th Century	Paper - III	Post Colonial Literature
Paper - IV	Literature of 19th Century	Paper - IV	Indian Writing in English
Paper - V	20th Century British Literature	Paper - V	Twentieth Century Literary Criticism & Theory

	<b>M.A. Telugu (Previous)</b>		<b>M.A. Telugu (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper - I	Sampradaya Saahityam	Paper - I	Adhunika Kavita Vikasam
Paper - II	Telugu Vyakaranam - Chandassu	Paper - II	Janapada Sahithyam
Paper - III	Saahitya Vimarsha - Alankaralu	Paper - III	Kathanika Navala Naatakam
Paper - IV	Teluguvari Sanskriti - Charitra	Paper - IV	Telangana Sahithyam
Paper - V	Prachina Sahitya Vikasam Samskrutha Sahithya Parichayam	Paper - V	Adhunika Bhasha Shasthram – Prakaarya Bhasha

	<b>M.A Hindi (Previous)</b>		<b>M.A Hindi (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper-I	Adhunika Hindi Kavya	Paper-I	Madhya Kaleen Kavya
Paper-II	Adhunika Hindi Gadya Sahitay	Paper - II	Bhasha Vigyan Ke Samanya Siddhant Evem Hindi Bhasha Kaltithas
Paper-III	Hindi Sahitya Ka Ithihas	Paper - III	Kavya Shastra
Paper-IV	Anuwad Siddhant : Prayog Aur Karyalayeen Hindi	Paper - IV	Hindi Ka Chhayavadi Kavya
Paper - V	Bharatiya Sahitya Aur Tulanatmak Sahitya	Paper - V	Adhunika Hindi Upanyas Sahitya

	<b>M.A Sanskrit (Previous)</b>		<b>M.A Sanskrit (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper-I	Poetry, Prose & Drama	Paper-I	Prakrit, Historical Linguistics and Nirukta
Paper-II	Grammar, Poetics & Prosody	Paper - II	History of Sanskrit Literature, Essay & Translation
Paper-III	Vedic Studies	Paper - III	Natya Shastra, Kavya Prakasa & Dasarupakam
Paper-IV	Elements of Darsanas	Paper - IV	Dhvanyaloka of Anandvardhana – I Alankara Sarvaswa of Ruyyaka

	<b>M.A Urdu (Previous)</b>		<b>M.A Urdu (Final)</b>
<b>Paper</b>	<b>Paper Title</b>	<b>Paper</b>	<b>Paper Title</b>
Paper-I	Classical Poetry/ Classical Shaeri	Paper-I	Modern Urdu Poetry / Jadeed Shaeri
Paper-II	Classical Prose	Paper - II	Modern Urdu Prose / Jadeed Nasar
Paper-III	Deccani Literature	Paper - III	Study of an Author “Dr. Mohiuddin Quadri Zore”
Paper-IV	History of Urdu Language & Literature (Tareeq Urdu Adab)	Paper - IV	Literary Criticism / Tanqeed

	<b>M.A Philosophy (Previous)</b>		<b>M.A Philosophy (Final)</b>
	<b>Paper</b>		<b>Paper</b>
Paper-I	History of Western Philosophy	Paper-I	History of Western Philosophy - II
Paper-II	History of Indian Philosophy	Paper - II	History of Indian Philosophy - II
Paper-III	Moral Philosophy	Paper - III	Philosophy of History & Futurology
Paper-IV	Logic and Epistemology	Paper - IV	Philosophy of Religion
Paper-V	Social and Political Philosophy		

### **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 previous and once for final year examination under year-wise scheme.
- ii. Candidate who wishes to improve his / her performance, whether in the Previous or Final year 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 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.

**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 in individual papers, for the purpose of award of division.

#### **Aggregate Improvement:**

When the Candidates exhausted the chances of paper-wise improvement of previous/ final years, 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 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. 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 previous or final year both 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.
- iv) 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.

### **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 Session, 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](http://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 on clearing the dues, if any (The second term tuition fee must be paid for issue of Transfer Certificate). The candidates to obtain these certificates by post are required to Pay **Rs.75/-** towards Postal charges in addition to the prescribed fee for the certificates through online.

### **V. 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 a Website: [www.osmania.ac.in](http://www.osmania.ac.in)

## **MBA / MCA COURSES**

### **GENERAL ELIGIBILITY CRITERIA**

- 1) There is no age restriction for admission to MBA/MCA 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 Eligibility Certificate from the Deputy Registrar (Academic), Osmania University to the effect that they are eligible for admission into the university courses.

#### **● M.B.A. (Master of Business Administration)**

##### **(A) ELIGIBILITY:**

- a) Any Graduate (10+2+3 or 10+2+4 or 10+3+3 pattern) with 50% marks ( 45% marks for BC/SC/ST candidates)
- b) A Candidate should Qualify in the Current year ICET (Integrated Common Entrance Test for MBA/ MCA) / OU Eligibility Test (conducted by OU for admissions into MBA/MCAOU)
- c) A pass in S.S.C is mandatory.

##### **(B) 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./M.C.A. students of PGRRCDE to regular college.

##### **(C) DURATION OF THE COURSE :**

**Two academic Years (Four Semesters) for MBA/ MCA**

##### **(D) FEE DETAILS:**

**MBA – TWO YEARS (IV SEMESTERS)**

Rs. 10,000/- per each Semester

##### **(E) 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) ICET /OUET CURRENT YEAR & Hall Ticket Original along with a Photostat copy.
- iii) ICET /OUCET CURRENT YEAR Rank Card / Eligibility Test Card
- iv) Transfer Certificate in original, from the college last studied. (NOT RETURNABLE)
- v) In case of SC/ST/BC/Physically Handicapped (PHC) enclose a Xerox copy of the certificate.

##### **(F) ENCLOSURES FOR EXAMINATION ONLINE APPLICATION FORM**

**The following documents must be attached with the examination Online 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.

## **(G) MEDIUM OF INSTRUCTION AND STUDY MATERIAL**

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

## **(H) METHOD OF INSTRUCTION**

### **i) Study Material**

The Study/Course Material for each paper consists of about 30 lessons. This 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.

### **ii) 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 / M.C.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 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.

## **(I) EXAMINATIONS**

### **i) Rules of Examination:**

- There will be University Examinations at the end of each Semester.
- The minimum pass marks in each paper as well as aggregate is 40%.

### **ii) Scheme of the Examination:**

- 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.
- 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.500/- 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 they could not take benefit of this they have to take fresh admission.
- Semester wise Students have to complete the course in Four years, after they have to Re-Register by paying prescribed Fee.
- 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.
- The Candidates of M.B.A. III Semester must choose any one Elective from the following while paying the III Semester Tuition fee:

- HRM (Human Resource Management)
- MRK (Marketing Management)
- FINANCE (Financial Management)

### M.B.A: I Semester

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
101CDE	Org. Theory & Behaviour (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.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
201CDE	Business Laws & Ethics (BLE)	70	30	100	3 Hrs.
202CDE	Human Resource Management (HRM)	70	30	100	3 Hrs.
203CDE	Economic Environment and Policy	70	30	100	3 Hrs.
204CDE	Financial Management	70	30	100	3 Hrs.
205CDE	Marketing Research	70	30	100	3 Hrs.
206CDE	Quantitative Techniques for Decision Making (QTDM)	70	30	100	3 Hrs.

### M.B.A: III Semester

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
301CDE	Management Information System	70	30	100	3 Hrs.
302CDE	Business Communications	70	30	100	3 Hrs.
303CDE	Management Accounting Control	70	30	100	3 Hrs.
304CDE	Production and Operations Management	70	30	100	3 Hrs.

### Elective / (HRM )

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
305CDE	Organisation Development and Team Building	70	30	100	3 Hrs.
306CDE	Leadership and Change Management	70	30	100	3 Hrs.



### Elective / (Marketing )

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
305CDE	Production Management	70	30	100	3 Hrs.
306CDE	Promotion and Distribution Management	70	30	100	3 Hrs.

### Elective / (Finance )

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
305CDE	Strategic Financial Decisions	70	30	100	3 Hrs.
306CDE	Financial System and Services	70	30	100	3 Hrs.

### M.B.A. : IV Semester

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
401CDE	Technology Management & Entrepreneurship	70	30	100	3 Hrs.
402CDE	Strategic Management	70	30	100	3 Hrs.
403CDE	International Business	70	30	100	3 Hrs.
404CDE	Supply Chain Management	70	30	100	3 Hrs.

### Elective / (HRM )

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
405CDE	Performance Appraisal and Counselling	70	30	100	3 Hrs.
406CDE	Industrial Relations and Labour Laws	70	30	100	3 Hrs.
407CDE	Project Work and Viva-Voce			200 (100 for Project work + 100 for Viva Voce)	

### Elective / (Marketing )

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
405CDE	Consumer Behaviour	70	30	100	3 Hrs.
406CDE	Services Marketing	70	30	100	3 Hrs.
407CDE	Project Work and Viva-Voce			200 (100 for Project work + 100 for Viva Voce)	

## Elective / (Finance )

Course No.	Name of the Paper	University Exam Marks	Internal Assignment Marks	Max.Marks	Examination Duration
405CDE	International Finances	70	30	100	3 Hrs.
406CDE	Security Analysis and Portfolio Management	70	30	100	3 Hrs.
407CDE	Project Work and Viva-Voce			200 (100 for Project work + 100 for Viva Voce)	

### ASSIGNMENTS :

Submission of Assignments is Compulsory for the Students of M.B.A. / M.C.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 questions will be given online before the commencement of Semester examination. Assignments will not be valued if you 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 the particular year/ Semester only.

### GUIDELINES FOR WRITING THE ASSIGNMENTS AND SUBMISSION OF PROJECT REPORT :

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

### 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 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, whether in the I, II, III and IV Semester examinations is 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 in individual papers, for the purpose of award of division.

**b) Aggregate Improvement rules :**

When the Candidates exhausted the chances of paper-wise improvement of 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 appears for the whole examination and not in individual papers. The candidate can appear either for 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).
- iii) 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.
- iv) 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%

**d) GUIDELINES TO MBA STUDENTS FOR PROJECT REPORT**

In all professional courses it is customary to insist on a Project Report. This is a worldwide fact aimed at preparing the students to get the taste of the real life situations 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 this is to offer them guidelines to select a topic (list of suggested topics given as Annexure-V) of their choice or choice of the organization where they want to study finalized 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 here is universally accepted and if they follow this format carefully it will facilitate their examiner in the evaluation of this report which carries grades A to D. It may be noted that they can show their project report with confidence and pride to their prospective employers (Selectors) if they have worked carefully on their project report.

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 some organization requests you to study some 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? The report writer should place himself in the shoes of his reader (examiner) before he starts writing. Ask this question: how would he/they react if I gave a short slant to the arguments in this fashion? 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. The more one is experienced, the more will one form, be effective on report writing. 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 and illustrations
4. Introduction - Need, Objectives
5. Methodology
6. Findings

7. Limitations
8. Summary and Conclusions
9. Recommendations
10. Appendices
11. Bibliography
12. 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 you are undertaking 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, OU from among the following. You 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. I 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 finalise 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 Bio - data of the eligible guides should also be sent along with this proposal for approval, if necessary.

The synopsis you are sending should be in the format enclosed (Annexure-III)

You are requested to send one self - addressed envelope along with the synopsis to the Department.

Before sending the Synopsis ensure 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.

### **COMMUNICATION APPROVAL**

A written communication regarding the approval of the synopsis and also the eligibility of the guide (if applicable) will be intimated to the students within four weeks from the last date for submission of the synopsis. In case the synopsis is not approved, the reasons for the same will be communicated to the students. Such students, whose synopsis is not approved have to resubmit the revised synopsis along with the Project Proposal Proforma duly signed by the Project Supervisor and the candidate, to the Director, PGRRCDE, O.U. HYD. within one month from the date of communication or as per the date mentioned therein.

### **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 **(Annexure- V)**. Annexures IV and V 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.

### **Project Report Grade**

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 than 50%
F	-	Less than 40%

**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 Specilization : .....

Opted in final year MBA \_\_\_\_\_

Title 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 Suprevisor \_\_\_\_\_

Date : ..... Date : .....

-----

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

1. Introduction for the study - The problem
2. Need for the study
3. Objectives of the study
4. Scope of the study
5. Methodology and database
6. Period of the study
7. Limitations of the study
8. Chapter Plan
9. Bibliography (tentative)



**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  
**2021-22**  
**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 any time before.

Name and address of the Guide

Signature of the Guide

## FOR M.B.A. PASSED STUDENTS

### (IV) ADDITIONAL ELECTIVE

Enrolment for the additional Elective in the following areas only.

- (1) HUMAN RESOURCE MANAGEMENT
- (2) MARKETING
- (3) FINANCE

1. **Eligibility:** A candidate should have passed MBA from Prof. G. Ram Reddy Centre for Distance Education only.
2. **Candidate has the option to select any one of the above elective other than the one that has already been completed.**
3. **Duration of the Course:** One year (Two Semesters)
4. **Fee : Rs.10,000/-.** For Semester
5. **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.
6. **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.
7. **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	University Exam Marks	Max.Marks	Examination Duration
	<b>ELECTIVE – I : H.R.M.</b>			
305CDE (HR)	Organisation 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	University Exam Marks	Max.Marks	Examination Duration
	<b>ELECTIVE – II : MARKETING</b>			
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	University Exam Marks	Max.Marks	Examination Duration
	<b>ELECTIVE – III : FINANCE</b>			
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 Mangement	100	100	3 Hrs.

### **M.C.A. (Master of Computer Applications) (w.e.f. Academic Year 2021-22)**

#### **(A) ELIGIBILITY:**

- a) A Candidate should Qualify ICET Current Year or OU Eligibility Test (10+2+3 or 10+2+4 or 10+3+3 pattern).
- b)
  - i. Candidate who passed directly the qualifying examination with Mathematics, as one of the subject in the Degree course is eligible for admission; and
  - ii. 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.

#### **(B) TRANSFER OF STUDENTS :**

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

### (C) DURATION OF THE COURSE :

Two academic Years (4 - Semesters)

### (D) FEE DETAILS:

FEE DETAILS	I Sem (Rs)	II Sem (Rs)	III Sem (Rs)	IV Sem (Rs)
Tuition Fee	7,500/-	7,500/-	7,500/-	7,500/-

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

### (H) 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 AND STUDY MATERIAL

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

### (I) METHOD OF INSTRUCTION

#### ii) Study Material

The Study/Course Material for each paper consists of about 30 lessons. This 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 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. 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 on Second Saturdays and Sundays for M.C.A. students (Theory & Practicals). 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 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.

### (J) EXAMINATIONS

#### i) Rules of Examination:

- There will be University Examinations at the end of each semester.
- Candidates have to pay Examination Fee through Online Only.
- Examination Hall Tickets can be downloaded from Website [www.oucde.net](http://www.oucde.net) at the time of Examinations only.

## ii) Scheme of the Examination:

- Students who have failed also will be allowed to continue the course of study for the next Semester. However, the candidate has to submit Exam fee and assignments every semester other wise he / she will be detained and not permitted to appear for the annual examinations of that year. (i) The MCA I, II year students who have submitted the assignments of all the papers of that year only are allowed to appear for the examination. (ii) A candidate has to secure 50% marks compulsorily in combined aggregate of sessional marks in all the papers of that year failing which Hall Ticket will not be issued.
- However they 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 for two years but failed to appear/appeared and failed only are eligible to “re-registration”. If they could not take benefit of this they have to take fresh admission.
- Those who have paid the examination fee for It semester are only eligible to pay II semester exam fee.

## ANNEXURE - I

### SCHEME OF INSTRUCTION MASTER OF COMPUTER APPLICATIONS (MCA) SEMESTER – I

S.No	Course Code	Course Title	Hours / Week			Scheme of Examination				No of Credits
						Max Marks			Duration (hrs)	
THEORY			L	T	T	CIE	SEE	Total Marks	SEE	Cr
1	PCC101	Mathematical Foundations of Computer Science	4	-	-	30	70	100	3	4
2	PCC102	Data Structures using C	4	-	-	30	70	100	3	4
3	PCC103	Object Oriented Programming using Java	3	-	-	30	70	100	3	3
4	PCC104	Computer Architecture	3	1	-	30	70	100	3	3
5	PCC105	Probability & Statistics	3	-	-	30	70	100	3	3
6	MGC106	Managerial Economics and Accountancy	3	1	-	30	70	100	3	3
PRACTICALS										
7	LCC151	Data Structures using C Lab	-	-	3	25	50	75	3	2
8	LCC152	Java Programming Lab	-	-	3	25	50	75	3	2
9	HSC153	Soft Skills Lab	-	-	3	25	50	75	3	2
			<b>20</b>	<b>2</b>	<b>9</b>	<b>255</b>	<b>570</b>	<b>825</b>	-	<b>26</b>

<b>Abbreviation</b>	<b>Full Form</b>	<b>Abbreviation</b>	<b>Full Form</b>
PCC	Professional Core Course	CIE	Continuous Internal Evaluation
PEC	Professional Elective Course	SEE	Semester End Evaluation
MGC	Management Course	L	Lecture
LCC	Laboratory Core Course	P	Practical

**SCHEME OF INSTRUCTION  
MASTER OF COMPUTER APPLICATIONS (MCA)  
SEMESTER – II**

S.No	Course Code	Course Title	Hours / Week			Scheme of Examination				No of Credits
						Max Marks		Duration (hrs)		
THEORY			L	T	T	CIE	SEE	Total Marks	SEE	Cr
1	PCC 201	Operating Systems	3	1	-	30	70	100	3	3
2	PCC 202	Database Management System	4	-	-	30	70	100	3	4
3	PCC 203	Design and Analysis of Algorithms	3	1	-	30	70	100	3	3
4	PCC 204	Artificial Intelligence	4	-	-	30	70	100	3	4
5	PCC 205	Machine Learning	3	-	-	30	70	100	3	3
6	MGC 206	Operations Research	3	1	-	30	70	100	3	3
PRACTICALS										
7	LCC 251	Operating Systems Lab	-	-	3	25	50	75	3	2
8	LCC 252	AI with Python Lab	-	-	3	25	50	75	3	2
9	LCC 253	Database Management Systems Lab	-	-	3	25	50	75	3	2
10	SIP 321	Summer Internship*	-	-	-	-	-	-	-	-
<b>Total</b>			<b>20</b>	<b>3</b>	<b>9</b>	<b>255</b>	<b>570</b>	<b>825</b>	<b>-</b>	<b>26</b>

\***Summer Internship:** After second semester, the students are expected to do summer internship and its grade will be credited in the third semester memo after evaluation.

<b>Abbreviation</b>	<b>Full Form</b>	<b>Abbreviation</b>	<b>Full Form</b>
PCC	Professional Core Course	CIE Evaluation	Continuous Internal
PEC	Professional Elective Course	SEE	Semester End Evaluation
HSC	Humanities and Social Science Course	L	Lecture
LCC	Laboratory Core Course	P	Practical

**SCHEME OF INSTRUCTION  
MASTER OF COMPUTER APPLICATIONS (MCA)  
SEMESTER- III**

S.No	Course Code	Course Title	Hours / Week			Scheme of Examination				No of Credits
						Max Marks		Duration (hrs)	SEE	
THEORY			L	T	T	CIE	SEE	Total Marks		SEE
1	PCC301	Software Engineering	4	-	-	30	70	100	3	4
2	PCC302	Computer Networks	4	-	-	30	70	100	3	4
3	PCC303	Data Science	3	1	-	30	70	100	3	3
4	PCC304	Web Technologies	3	1	-	30	70	100	3	3
5	PEC**	Professional Elective-I	3	-	-	30	70	100	3	3
6	PEC**	Professional Elective-II	3	-	-	30	70	100	3	3
PRACTICALS										
7	LCC351	Computer Networks Lab	-	-	3	25	50	75	3	2
8	LCC352	Software Engineering Lab	-	-	3	25	50	75	3	2
9	LCC353	Data Science Lab	-	-	3	25	50	75	3	2
10	SIP321	Summer Internship	-	-	-	50	-	50	-	2
<b>Total</b>			<b>20</b>	<b>2</b>	<b>9</b>	<b>305</b>	<b>570</b>	<b>875</b>	<b>-</b>	<b>28</b>

**Professional Electives**

Course Code PEC**	Professional Elective -I
PEC 311	Information Security
PEC 312	Distributed Systems
PEC 313	Internet of Things
PEC 314	Information Retrieval System

Course Code PEC**	Professional Elective -II
PEC 321	Network Security
PEC 322	Software Quality Testing
PEC 323	Image Processing
PEC 324	Natural Language Processing

**SCHEME OF INSTRUCTION  
MASTER OF COMPUTER APPLICATIONS (MCA)**

S.No	Course Code	Course Title	Hours / Week			Scheme of Examination				No of Credits
						Max Marks		Duration (hrs)		
THEORY			L	T	T	CIE	SEE	Total Marks	SEE	Cr
1	PEC**	Professional Elective –III	3	-	30	70	100	3	3	
2	PEC**	Professional Elective –IV	3	-	30	70	100	3	3	
3	OE**	Open Elective	2	-	30	70	100	3	2	
PRACTICALS										
4	PW 401	Project Work	-	24	50	100	150	3	12	
<b>Total</b>			<b>8</b>	<b>24</b>	<b>140</b>	<b>310</b>	<b>450</b>	<b>-</b>	<b>20</b>	

**Professional Electives**

Course Code PEC**	Professional Elective -III	Course Code PEC**	Professional Elective -IV
PEC411	Block Chain Technologies	PEC421	Cyber Security
PEC412	Big Data Analytics	PEC422	Digital Forensics
PEC413	Cloud Computing	PEC423	Optimization Techniques
PEC 414	Deep Learning	PEC424	Enterprise Architecture

Course Code OE**	Open Elective
OE 411	Professional Ethics
OE 412	Constitution of India
OE 413	Disaster Management
OE 414	Organization Behaviour
OE 415	Intellectual Property & Cyber Law
OE 416	Environmental Science

**Project Report**

**Grade**

- 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 than 50%
- F** - Less than 40%



**Note:** : Two / Three Assignments for each theory paper are to be submitted before submission of exam application form.

Minimum pass marks in the University examinations shall be :

Each theory subject	:	40%
Each Practical	:	50%
Each Project	:	Grade – C (Satisfactory)
Combined aggregate of sessional	:	50%
Marks in all the subjects of year		

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

**iii) Award of Division:**

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%

**(IV) 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 along with him/her.

- i. Candidates are permitted to appear for paper-wise improvement only once for First year examination under year-wise scheme.
- ii. Candidate who wishes to improve his / her performance, whether in the I year or II year examinations is 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 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.

**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 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.

- l) 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 for all the Two years under 4 Semesters 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.
- iv) 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 contact the examination section regarding the examinations and improvement for correct / updated details.**

### **EXAMINATIONS :**

On completing the module/s, you have to do the online exam at PGRRCCDE, OU on submission of a filled in exam application form. Examination application form can be downloaded from [www.oucde.net](http://www.oucde.net).

### **VII. 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.

### **VIII. CERTIFICATES TO BE OBTAINED FROM THE CENTRE**

Transfer, Bonafide and Migration Certificates for M.B.A. / M. C.A. :

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

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](http://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 on clearing the dues, if any. (The second term tuition fee must be paid for issue of Transfer Certificate). The candidates to obtain these certificates by post are required to Pay Rs.75/- towards postal charges in addition to the prescribed fee for the certificates.**

### **IX. 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](http://www.osmania.ac.in)**

## **Graduate Courses (B.A., B.Com. & B.B.A.)**

**Courses offered: B.A., B.A. (Maths & Statistics), B.Com. (General) & B.B.A.  
B.A. Course (Combinations)**

<b>S.NO.</b>	<b>COURSE</b>	<b>COURSE - CODE</b>	<b>ELECTIVE1</b>	<b>ELECTIVE2</b>	<b>ELECTIVE3</b>
1	BA	001	Economics	History	Pol.Science
2	BA	002	Economics	Pol.Science	Pub. Admn.
3	BA	003	Economics	Pub. Admn.	Sociology
4	BA	004	Economics	Sociology	ML (English)
5	BA	005	Economics	ML (English)	Psychology
6	BA	006	Economics	Psychology	Geography
7	BA	007	Economics	History	Pub. Admn.
8	BA	008	Economics	History	Sociology
9	BA	009	Economics	History	ML (English)
10	BA	010	Economics	History	Psychology
11	BA	011	Economics	History	Geography
12	BA	012	Economics	Pol. Science	Sociology
13	BA	013	Economics	Pol. Science	ML (English)
14	BA	014	Economics	Pol. Science	Psychology
15	BA	015	Economics	Pol. Science	Geography
16	BA	016	Economics	Pub. Admn.	ML (English)
17	BA	017	Economics	Pub. Admn.	Psychology

<b>S.NO.</b>	<b>COURSE</b>	<b>COURSE - CODE</b>	<b>ELECTIVE1</b>	<b>ELECTIVE2</b>	<b>ELECTIVE3</b>
18	BA	018	Economics	Pub. Admn.	Geography
19	BA	019	Economics	Sociology	Psychology
20	BA	020	Economics	Sociology	Geography
21	BA	021	History	Pol. Science	Pub. Admn
22	BA	022	History	Pol. Science	Sociology
23	BA	023	History	Pol. Science	ML (English)
24	BA	024	History	Pol. Science	Psychology
25	BA	025	History	Pol. Science	Geography
26	BA	026	History	Pub. Admn.	Sociology
27	BA	027	History	Pub. Admn.	ML (English)
28	BA	028	History	Pub. Admn.	Psychology
29	BA	029	History	Pub. Admn.	Geography
30	BA	030	History	Sociology	ML (English)
31	BA	031	History	Sociology	Psychology
32	BA	032	History	Sociology	Geography
33	BA	033	History	ML (English)	Psychology
34	BA	034	History	ML (English)	Geography
35	BA	035	History	Psychology	Geography
36	BA	036	Pol. Science	Pub. Admn.	Sociology
37	BA	037	Pol. Science	Pub. Admn.	ML (English)
38	BA	038	Pol. Science	Pub. Admn.	Psychology
39	BA	039	Pol. Science	Pub. Admn.	Geography
40	BA	040	Pol. Science	Sociology	ML (English)
41	BA	041	Pol. Science	Sociology	Psychology
42	BA	042	Pol. Science	Sociology	Geography
43	BA	043	Sociology	ML (English)	Psychology
44	BA	044	Sociology	ML (English)	Geography
45	BA	045	ML (English)	Psychology	Geography
46	BA	046	ML (English)	Psychology	Pub. Admn.
47	BA	047	Pub. Admn.	Sociology	ML (English)
48	BA	048	Sociology	Psychology	Geography
49	BA	049	Economics	ML (English)	Geography
50	BA	050	ML (English)	Pub. Admn.	Geography
51	BA	051	Pol. Science	ML (English)	Psychology
52	BA	052	Pub. Admn.	Sociology	Psychology
53	BA	053	Pub. Admn.	Sociology	Geography
54	BA	054	Pol. Science	ML (English)	Geography
55	BA	055	Geography	Pub. Admn.	Psychology
56	BA	056	Pol. Science	Psychology	Geography

## 2. **B.A. (Mathematics & Statistics) (ENGLISH MEDIUM ONLY)**

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

## 3. **B.Com. (Gen) (3 Years – Year wise Course)**

## 4. **B.B.A (3 Years – Year wise Course)**

### **I. Eligibility:**

- Candidate shall be admitted to the three year B.A./B.Com./ B.B.A.(Degree) Course if he/she has passed the Two Year Intermediate examination conducted by the Board of Intermediate Government of Telangana or Higher Secondary Certificate examination of the Government of Telangana (XI I standard) or Pre-University Examination of this University or an examination recognized as equivalent thereto. For **B.A. (Mathematics & Statistics)** a candidate should have studied Mathematics or Statistics as one of the optional at Intermediate or its equivalent.
- A candidate who passed any Diploma course through Polytechnic of Telangana is eligible for admission into B.A./ B.Com./B.B.A. 1 year. However, the ITI certificate holders are not eligible for admission into B.A./B.Com./B.B.A. 1 year.
- A candidate who did 10+2 from National Open Schools or a diploma in any course from any polytechnic or 10+2 other than one in 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:**

- 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 studied or PGRRCDE in case of any difference paper it should be cleared from PGRRCDE.
- 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 BA. B.Com. BBA II & III year 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 second year (3) Science & Civilization in III year and have to register for the above subjects with separate examination fee and form 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 by him, 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 (three years course) are eligible for admission into II year of B.Com.

However, they have to clear the Five papers mentioned in the orders issued by Dy. Registrar, Academic Branch, O.U.

- 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 I and II year group papers under the year-wise pattern at the end of the second year and third year stages of study. Part-I passed Regular students of B.A. / B.Com / B.Sc. of Osmania University will be admitted into the second year of B.A. / B.Com. offered by our Centre with exemption of Language subjects with due permission from the Deputy Registrar (Academic Branch) OU. Such candidates shall have to appear first and second year optional papers under the year-wise pattern at the end of the second year. They should pay Rs. 300/-Online for language exemption.
- 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 our Centre shall be permitted to offer one of the optional subjects not included in the approved combinations by private study. The candidate shall, however, pay an exemption fee of Rs.300/-through Online

**iv. For transfer candidates consolidated marks memo will not be issued.**

**v. Duration of the course: Three Academic Years**

S.No.	Admission Particulars	Tuition Fee		
		Tuition Fee	IInd Year	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 I year to II year, II year to III year is automatic subject to Registration of Exam fee for I and II Year respectively. Hence, for payment of second I final year fee one need not wait for their results.**

**Those seeking admission first time in II/III year should pay the same fee as in the case of I year.**

**vi. Syllabus and Study Scheme:**

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.

## (I) B.A. Part-I

First Year	Second Year
English	English
Second Language (Telugu / Sankrit / Hindi)	Second Language (Telugu / Sankrit / Hindi)
Indian Heritage & Culture	Environmental Studies
Fundamentals of Human Values and Ethics	-----

## Part - II

First Year	Second Year	Final Year
Option-1 : Paper 1	Optional-1 : Paper II	Optional-1 : Paper III & IV
Optional-2 : Paper 1	Optional-2 : Paper II	Optional-2 : Paper III & IV
Optional-3: Paper 1	Optional-3 : Paper II	Optional-3 : Paper III & IV Science & Civilization

## Optionals in Part - II

**Optionals:** Economics / Political Science / Public Admn. / History /Sociology / Psychology/Geography/English Literature (Modern Language English).

Final Year Students of Psychology will have Practicals for Lab work is compulsory. The students of geography will have practicals in I, II and III year.

## (ii) B.A: Mathematics and Statistics (Combinations) English Medium only

- 1) Mathematics, Applied Mathematics & Statistics. 2) Mathematics, Statistics & Economics

## (iii). B.Com. (Gen) Part - I

First Year	University Marks	I.A. Marks	Max Marks	Duration	Second Year	University Marks	I.A. Marks	Max Marks	Duration
English	80	20	100	3 Hrs	English	80	20	100	3 Hrs
Second Language (Telugu/Sanskrit/ Hindi/Urdu/ Arabic)	80	20	100	3 Hrs	Second Language (Telugu/Sanskrit/ Hindi/Urdu/Arabic)	80	20	100	3 Hrs
Indian Heritage & Culture			50		Environmental Studies			100	
Fundamentals of Human Valuess and Ethics			50						

## B.Com. (Gen) Part - II

First Year	Second Year	Final Year
Business Economics	Banking and Financial System	Business Laws
Financial Accounting-I	Financial Accounting-II	Income Tax & Auditing
Industrial Organisation and Management	Quantitative Techniques - II	Cost & Management Accounting
Quantitative Techniques - I	Entrepreneurship Development	Business Communications & Report writing
		Small Enterprises Management
		Advance Management Accounting
		Corporate Accounting

## (iv) Bachelor of Business Administration (BBA) Part - I

First Year	University Marks	I.A. Marks	Max Marks	Duration	Second Year	University Marks	I.A. Marks	Max Marks	Duration
English	80	20	100	3 Hrs	English	80	20	100	3 Hrs
Second Language (Telugu/Sanskrit/Hindi/Urdu/ Arabic)	80	20	100	3 Hrs	Second Language (Telugu/Sanskrit/Hindi/Urdu/Arabic)	80	20	100	3 Hrs
Indian Heritage & Culture			50		Environmental Studies			100	
Fundamentals of Human Values and Ethics			50						

## Part - II BBA II Year

Paper	Name of title	University Exam marks	Internal Assignment marks	Max. Marks	Duration
Paper I	Principles of Management	70	30	100 Marks	3 Hrs.
Paper II	Business Maths. & Statistics	70	30	100 Marks	3 Hrs.
Paper III	Business Economics	70	30	100 Marks	3 Hrs.
Paper IV	Financial Accounting	70	30	100 Marks	3 Hrs.

## BBA II Year

Paper	Name of title	University Exam marks	Internal Assignment marks	Max. Marks	Duration
Paper I	Human Resource Management	70	30	100 Marks	3 Hrs.
Paper II	Management Science	70	30	100 Marks	3 Hrs.
Paper III	Basic Marketing	70	30	100 Marks	3 Hrs.
Paper IV	Elements of Financial Management	70	30	100 Marks	3 Hrs.



## BBA III Year

Paper	Name of Title	University Exam Marks	Internal Assignment Marks	Max. Marks	Duration
Paper I	Business Environment	70	30	100 Marks	3 Hrs.
Paper II	Management Accounting	70	30	100 Marks	3 Hrs.
Paper III	Business & Corporate Law	70	30	100 Marks	3 Hrs.
Paper IV	Information Technology	70	30	100 Marks	3 Hrs.
Paper V	Business Communication	70	30	100 Marks	3 Hrs.
Paper VI Elective I	Financial Services (Finance) Sales & Advertising Management (Mrktg.) Leadership Management (H.R.)	70	30	100 Marks	3 Hrs.
Paper VII Elective II	Investment Management (Finance) Customer Relationship Management (Mrktg.) Change Management (H.R.)	70	30	100 Marks	3 Hrs.
Paper VIII	Science & Civilization (50 Marks) Home Assignments				

ALL the students of BBA has to write and submit Assignment for each paper compulsorily. Each assignment carries 30 marks, (70 + 30 for BBA students). University Examinations will be held for 70 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 you fail 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. Students have to pay (Rs.500 for BBA) 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.

### Guidelines

Assignments on Printed / Photocopy / Typed papers will not be accepted and will not be valued at any cost. Only hand written 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.
- 5) The cover page of the each theory assignments must have information as given in FORMAT below.

## FORMAT

- |                         |                              |
|-------------------------|------------------------------|
| 1 NAME OF THE STUDENT : | 2 ENROLLMENT NUMBER :        |
| 3 BA/ B.Com. / BBA :    | 4 NAME OF THE PAPER & CODE : |
| 5 DATE OF SUBMISSION :  |                              |

- Write the above said details clearly on every subject assignments paper, otherwise your paper will not be valued.
- Tag all the assignments paper wise and submit assignment number wise.

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

### iii) 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.	50 Marks (Home Assignment)			
Fundamentals of Human Values and Professional Ethics	50 Marks (Home Assignment)			
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	50 Marks (Home Assignment)			
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	50 Marks (Home Assignment)			

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

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

## vii) Scheme of the Examination : B.A. Geography as one of the Optionals in Part -II

<b>First Year</b>		
<b>Part -I</b>		
English	100 Marks	3 Hrs.
Second Language		3 Hrs.
IHC (Indian Heritage& Culture)	50 Marks (Home Assignment)	
Fundamental of Human Values and Professional Ethnics	50 Marks (Home Assignment)	
<b>Part – II</b>		
Optional – I Paper -1 Principles of Physical Geography	100 Marks	3 Hrs,
Practical - 1	50 Marks	2 Hrs.
Optional – II Paper -2	100 Marks	3 Hrs.
Optional – III Paper -2	100 Marks	3 Hrs.
<b>Second Year</b>		
<b>Part -I</b>		
English	100 Marks	3 Hrs.
Second Language	100 Marks	3 Hrs.
Environmental Studies		
<b>Part – II</b>		
Optional – I Paper -2 Economic Geography	100 Marks	3 Hrs.
Practical - 2	50 Marks	2 Hrs.
Optional – II Paper -2	100 Marks	3 Hrs.
Optional – III Paper -2	100 Marks	3 Hrs.
<b>Third Year</b>		
<b>Part -II</b>		
Optional – I Paper - 3 Economic Geography	100 Marks	3 Hrs.
Practical - 3	50 Marks	2 Hrs.
Optional – I Paper – 4 Practical – 4	100 Marks 50 Marks	3 Hrs. 3 Hrs.
Optional – II Paper -3	100 Marks	3 Hrs.
Optional – II Paper -4	100 Marks	3 Hrs.
Optional – III Paper -3	100 Marks	3 Hrs.
Optional – III Paper -4	100 Marks	3 Hrs.
Science & Civilization	50 Marks (Home Assignment)	

Attending all Practical classes in a batch in which the candidate is included, is COMPULSORY for taking BA (Final) Psychology Practicals Examination. For further information regarding the schedule of BA Final Psychology Practical Contact Classes, you may contact Phone Numbers : 27097177, 27091605, 27098350 during the first week of February.

## vii) Scheme of the Examination : B.A. Geography as one of the Optionals in Part -II

<b>First Year</b>		
<b>Part -I</b>		
English	100 Marks	3 Hrs.
Second Language		3 Hrs.
IHC (Indian Heritage& Culture)	50 Marks (Home Assignment)	
<b>Part – II</b>		
Optional – I Paper -1 Principles of Physical Geography Practical - 1	100 Marks 50 Marks	3 Hrs, 2 Hrs.
Optional – II Paper -2	100 Marks	3 Hrs.
Optional – III Paper -2	100 Marks	3 Hrs.
<b>Second Year</b>		
<b>Part -I</b>		
English	100 Marks	3 Hrs.
Second Language	100 Marks	3 Hrs.
Environmental Studies	100 Marks (Home Assignment)	
<b>Part – II</b>		
Optional – I Paper -2 Economic Geography Practical - 2	100 Marks 50 Marks	3 Hrs. 2 Hrs.
Optional – II Paper -2	100 Marks	3 Hrs.
Optional – III Paper -2	100 Marks	3 Hrs.
<b>Third Year</b>		
<b>Part -II</b>		
Optional – I Paper - 3 Economic Geography Practical - 3	100 Marks 50 Marks	3 Hrs. 2 Hrs.
Optional – I Paper – 4 Practical – 4	100 Marks 50 Marks	3 Hrs. 3 Hrs.
Optional – II Paper -3	100 Marks	3 Hrs.
Optional – II Paper -4	100 Marks	3 Hrs.
Optional – III Paper -3	100 Marks	3 Hrs.
Optional – III Paper -4	100 Marks	3 Hrs.
Science & Civilization	50 Marks (Home Assignment)	

### **B.A. (Psychology)**

B.A. I year	Optional – I	Psychology	80+20	3 Hrs.
B.A. II year	Optional – II	Psychology	80+20	3 Hrs.
B.A. III year	Optional – III	Psychology	80+20	3 Hrs.
B.A. III year	Optional – IV	Psychology	80+20	3 Hrs.
B.A. III year	Practical Exam	Psychology Practical	100	3 Hrs.

## **vii. Rules for Improvement : (B.A., B.Com and BBA)**

### **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 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 by appearing for all the papers of III year in the immediate next examination and better of the two results can be retained.

### **b) 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 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.
- iv) 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:**

First division 60% & above

Second division 50% & above and less than 60%

Pass division 36% & above and less than 50%

## **ix. ENROLMENT NUMBER AND 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 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.

## **x. 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)
- d) In case of SC/ST/BC/PHC enclose a Photocopy of Certificate
- f) Submit Original Migration Certificate only along with the Examination Application Form

### **xi. 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.

### **xii. 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.75/-towards Postal charges in addition to the prescribed fee for certificates.

### **xiii. 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](http://www.osmania.ac.in)

## **POST GRADUATE DIPLOMAS :**

PGRRCDE, O.U. is offering the following Post- Graduate Diplomas:

1. Post Graduate Diploma in Bioinformatics.
2. Post – Graduate Diploma in Business Management.
3. Post – Graduate Diploma in Computer Applications.
4. Post – Graduate Diploma in English Language and Teaching.
5. Post – Graduate Diploma in Mathematics.

### **I. Post – Graduate Diploma in Bio – Informatics :**

#### **A. Eligibility for Post Graduate Diploma in Bioinformatics**

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.

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.

### B. Intake of Students :

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

### C. 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.

### D. Fee Structure :

Fee Details	Total -Rs.
Tuition Fee	30,000/-

### E. 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 ( PGD BIO )

S.No.	Sub Code	Subject	No. of Units of Exams	Duration	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 I 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 Pen drives etc. are not allowed.

**a. Internet:**

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

**F. CERTIFICATES TO BE UPLOADED FOR ADMISSIONS TO P.G. DIPLOMA IN BIOINFORMATICS THROUGH ONLINE**

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

- a) 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.) etc., Memorandum of Marks and Degree Certificate Original. (Originals will be returned after verification).

In case of **SC/ST/BC/PHC** enclose a xerox copy of certificate.

**II. 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	I Semester	II Semester
Tuition Fee	8,000 /-	8,000 /-

**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 Prof. G. Ram Reddy Centre for Distance Education). To claim concession, a candidate must submit a study certificate from the respective college/ department.

Fee Details with concession	I Semester	II Semester
Tuition Fee	6,000/-	6,000/-

**1) 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., Intermediate, graduation memos and Degree Certificate Original with, One xerox copy, (Originals will be returned soon after admission).

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

## **2) ENCLOSURES FOR EXAMINATION APPLICATION FORM:**

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

ii) A Xerox copy of Student Identity Card.

## **3) SCHEME OF STUDY:**

The papers offered in this course are as follows:

<b>Semester -I</b>		
Theory	<b>PC101IT</b>	Programming in C and Data Structures
	<b>PC102IT</b>	Elements of Information Technology
	<b>PC103IT</b>	Operating Systems
	<b>PC104IT</b>	Database Management Systems
Practical	<b>PC151IT</b>	C and Data Structures Lab
	<b>PC152IT</b>	Information Technology Lab
	<b>PC153IT</b>	Database Management Systems Lab
<b>Semester-II</b>	<b>PC201IT</b>	Computer Networks
	<b>PC202IT</b>	Object Programming using JAVA
	<b>PC203IT</b>	Software Engineering and Object Oriented Analysis and Design
	<b>PC204IT</b>	Web Programming
Practical	<b>PC251IT</b>	JAVA Programming Lab
	<b>PC252IT</b>	Web Programming Lab
	<b>PC253IT</b>	Mini Project

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.

### **Rules of Examinations:**

i) 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.

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 paid through online.

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 I and II Semesters examinations (both Theory and Practicals) along with the II 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 Re-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/-**.

### III. 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)**

S.No.	Course	Admission Fee
1	P.G. Diploma in English Language & Teaching	Rs. 6,000/-
2	P.G. Diploma in Business Management	Rs. 6,000/-
3	P.G. Diploma in Mathematics	Rs. 6,000/-

#### 3. 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 or rejection of the application:

- i) S.S.C., Intermediate, Graduation memo and Degree Certificate Original with One Xerox copy, (Originals will be returned soon after verification). Transfer Certificate (T.C) is not required for PG. Diploma Courses.
- ii) In case of SC/ ST/BC/PHC enclose a Xerox copy of Certificate.

#### 4. ENCLOSURES FOR EXAMINATION APPLICATION FORM:

- i) Xerox copies of memo of marks of Previous Exam.
- ii) A Xerox copy of Student Identity Card.

#### 5. 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.

#### 6. METHOD OF INSTRUCTION:

##### i) Study Material:

The Study (Course) Material for each paper consists of about 30 lessons. This 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 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 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 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.

### 7. 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 examination fee has to be paid through online. Examination Hall Tickets will be kept on website. A press note also will be issued for the information of students. Examination dates will be intimated to the students through SMS and COE Website.

### 6) Assignments :

Submission of Assignments is compulsory for the students of PG Diploma courses. 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 of **Rs. 300/-** should be paid online and submit proof alongwith Assignments.

### IV) 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	I.A.	Duration
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. Diploma in Business Management

Papers	Subjects	University	I.A.	Duration
Paper-I	Principles of Management and Organisational Behaviour	80	20	3 Hrs
Paper-II	Modern Economic 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 Diploma in English Language Teaching

Papers	Subjects	University	I.A.	Duration
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

#### V.A) CERTIFICATES TO BE OBTAINED FROM THE CENTRE

Candidates can obtain the Bonafide and Migration Certificates by applying through online by visiting the Website: [www.oucde.net](http://www.oucde.net).

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

- **Degree Certificate:**

Degree Certificate of P.G. Diploma course can be obtained from the Examination Branch, O.U., by applying through online.

**List of District Admission Centres /  
Learner Support Centres**

**Prof. G. Ram Reddy Centre for  
Distance Education, OU.**

<b>S.No.</b>	<b>Name</b>
1	SAP College, VIKARABAD.
2	Peoples College, TANDUR, District Vikarabad.
3	Tara Degree College for Boys, SANGAREDDY.
4	Govt. Degree College, MEDAK.
5	Govt. Degree College, SIDDIPET.
6	Nagarjuna Govt. College, NALGONDA.
7	Govt. Degree College, KAMAREDDY.
8	MVS Govt. Degree & P.G. College, MAHABOORNAGAR.
9	Giriraj Govt. Degree & P.G. College, NIZAMABAD.
10	Govt. Degree College, PATANCHERU, Sanga Reddy (Dist.)

## **New Courses to be Introduced**

The PGRRCDE, OU intends to introduce number of new programmes in the form of PG, UG, PG Diploma, Diploma and Certificate courses in emerging areas like

- Artificial Intelligence
- Data Analytics
- Entrepreneurship Development
- e-Commerce
- Public Relations
- Police Administration
- Research methodology
- Digital Photography
- Video Production with Focus on Documentary Film Making
- Tally and Entrepreneurship
- Right to Information and Good Governance

The students are advised to keep track of the announcements made in the Centre's official website and also media about the launching of new programmes.

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## **ENQUIRY / HELPDESK**

<b>Course</b>	<b>Mail ID</b>
1. MBA-COUNTER	: mbacounter10@gmail.com
2. MCA-COUNTER	: mcacounter5@gmail.com
3. B.COM-COUNTER	: b.comcounter8@gmail.com
4. B.A-COUNTER	: bacounter6@gmail.com
5. M.A-SOCIAL SCIENCE-COUNTER	: masscounter12@gmail.com
6. M.A.ARTS-COUNTER	: maartscounter11@gmail.com
7. M.COM-COUNTER	: m.com.counter15@gmail.com
8. MSC-COUNTER	: m.sc.counter17@gmail.com
9. HELP-DESK-COUNTER	: pgrcdehelpdesk@@gmail.com