

I. IMPORTANT INSTRUCTIONS

1.

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

FOR ALL QUERIES

email : director_cde@osmania.ac.in, info_cde@osmania.ac.in
Please see website oucde.ac.in frequently for latest information about examinations, fee, classes etc.
7. You must preserve the following till you complete your study
Fee Receipts, ID card, Transfer Order
8. Subject to availability, the study material will be issued in full, on admission and on payment of fee in full.
9. All fee dues, if any, should be paid before the submission of examination form.

10. Please note that Enrolment Number and Hall Ticket Number are the same.
11. All matters relating to examinations / results / marks / certificates will be dealt with only by the Controller of Examinations, Osmania University, Hyderabad - 7.
12. Working Hours
Monday to Saturday : 10.30 a.m. to 1.30. p.m.
2.00 p.m. to 5.00 p.m.
Second Saturday : 10.30 a.m. to 1.00 p.m.
13. Every candidate once admitted shall have to pay the fee for the whole year. If the candidate desires to discontinue the course and obtain the Transfer Certificate in the middle of the academic year or in subsequent years, he/she has to pay the fee for the whole year.
14. The medium of instruction will be English / Telugu and course study material will be supplied in English / Telugu as per the option of the candidate. However, for B.A. Mathematics, Statistics, Applied Mathematics, B.Sc. (Aviation) and BBA the instruction and course material will be in English. **The Candidates shall write their examinations either in English or Telugu as opted in the examination form B.B.A., B.Sc. (Aviation), candidates shall write in english only.**
15. If the last day of any transaction falls on a holiday, students are allowed to transact the same on the following working day only and not beyond.
16. Late fee will be charged after the due date of payment of Tuition fee.
17. Annual examinations normally will be held during March/April for UG Courses and May for BA Languages.
18. Change in address and Cell No. if any, should be immediately communicated to the Centre.
19. For all legal matters the jurisdiction is restricted to Hyderabad City only.

20. Choice of course of study once made, will be final and will not be changed.
22. According to the norms of the University, a candidate who completes his Intermediate in Supplementary Examinations will NOT be eligible for admission to B.A. / B.Com. B.Com. (Comp) / B.B.A. / B.Sc. (Aviation) Course during the same Academic Year.
23. The students of the Centre in distance mode courses are NOT eligible for bus pass facility.
24. Candidates who have studied a part of their course through PGRR Centre for Distance Education will NOT be permitted to seek admission on transfer to the regular college under the jurisdiction of the Osmania University.
25. An extension counter of State Bank of Hyderabad is operative in the premises of the Centre exclusively for the convenience of the students of PGRRCDE. The working hours of the Bank:

Monday to Friday : 11.00 AM to 2.30 PM and

3.00 PM to 4.00 PM

Saturday 11.00 AM to 1.00 PM.

26. All enquiries and correspondence relating to the PGRR Centre for Distance Education must be addressed to

The Director,

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

27. **GENERAL INFORMATION:**

1) Communication Facilities:

Phone Nos. : 040 - 27091605, 040 - 27097177

040-27098350, 040 - 27682275

Fax number : 040 - 27097687

e-maill : ugcde@osmania.ac.in

info_cde@osmania.ac.in

Internet (url) : <http://www.oucde.ac.in>

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

Candidates applying through downloaded application should pay Rs. 300/- through a demand draft in addition to the admission fee. Total amount of the all the fee can be paid through one Demand Draft in favour of the Director, PGRR Centre for Distance Education, OU, Hyderabad.

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

II. GENERAL ELIGIBILITY CRITERIA

- 1) There is no age restriction for admission to any course.
- 2) Candidates from all over India will be admitted without any Entrance Test provided the candidates fulfil the requisite qualifying conditions mentioned for the course.
- 3) Candidates from abroad are also eligible for admission to all courses provided.
 - a) They fulfil the requisite qualifying conditions mentioned in the courses.
 - b) They furnish an address in INDIA for correspondence and despatch 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.
- 4) Candidates who have passed the qualifying examination (10+2) conducted by the Board / University which are under the jurisdictional area of **other States shall have to obtain an equivalent certificate from the Board of Intermediate**, Govt. of Telangana, Hyderabad, to the effect that they are eligible for admission into the University courses.

III. COURSES OFFERED, ELIGIBILITY AND FEE DETAILS

1. B.A.

A CANDIDATE CAN CHOOSE ANY THREE OPTIONAL PAPERS E/M, T/M FROM THE FOLLOWING:

- a) History
- b) Public Administration
- c) Political Science
- d) Economics
- e) Sociology
- f) Geography
- g) Psychology
- h) English Literature (Modern Language English)

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

(Combinations)

- a) Mathematics, Applied Mathematics & Statistics.
- b) Mathematics, Statistics & Economics

3. B.A. (Languages) - Telugu

4. B.Com. (Gen)

5. B.Com. (Computers)

6. B.B.A.

7. B.Sc. (Aviation)

A) Eligibility:

i) Admission to B.A. (Languages) Telugu:

- ◆ A candidate shall be admitted to the three year BA(languages) Telugu course if he / she has passed the Diploma in Oriental language Telugu / Pre-Degree Course Examination of this University or its equivalent B.O.L. or B.A. Degree Examination or an examination recognized as equivalent thereto Candidate should pass Telugu as one of the subjects at Intermediate (10+2) Level. English is compulsory in PDC as one of the subjects.

ii) Admission to First year of B.A., B.A. (Maths & Statistics)/ B.Com./ B.Com. (Comp.) / B.B.A./ B.Sc. (Aviation) (Three Year Degree Course):

- ◆ 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 Government of Andhra Pradesh or Higher Secondary Certificate examination of the Government of Andhra Pradesh (XII 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 Andhra Pradesh is eligible for admission into B.A./ B.Com./ B.B.A. I year. However, the ITI certificate holders are not eligible for admission into B.A./B.Com./B.B.A. I year.
- ◆ 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 Andhra Pradesh should obtain equivalent certificate from Board of Intermediate Govt. of A.P., Hyderabad, to the effect that they are eligible for admission in to the University courses.
- ◆ Candidates of 10+2 with Mathematics and Physics and Pursuing Pilot training or Aircraft maintenance course are eligible for B.Sc. (Aviation).

iii) 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 Registrar, (Academic), OU. The backlog papers should be cleared from the college where studied or PGRRCCDE.
- ◆ A candidate who withdraws from a regular college of other universities 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 registrar (Academic), OU. The backlog papers should be cleared from the college where studied or 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 may be cleared from college where studied or PGRRCDE in the Supplementary or the following Annual Examination.

IMPORTANT INSTRUCTIONS

The transferred students of Affiliated colleges of O.U. or other Universities seeking admission into BA., B.Com. B.Com. (Comp.) BBA, and B.Sc. (Aviation) II & III year should compulsorily have to pass (1) Indian Heritage & Culture in 1st year (2) Environmental Studies in IInd year (3) Science & Civilization in IIIrd 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 First year 1st language (English), 2nd Language, I.O.M., Q.T-I and I.H.C. along with 2nd year papers.

- ◆ 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 Registrar (Academic) 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. / B.Sc. (Aviation) 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 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/- DD 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 Demand Draft drawn in favour of the Director, Prof.G.Ram Reddy Centre for Distance Education, Osmania University, Hyderabad-7.

B) Duration of the course:

Three academic years (year-wise scheme).

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

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

For Payment of Fee for Second/Final Year

Last date without late fee	-----	20 th July
With a late fee of	Rs. 100/-	5 th August
With a late fee of	Rs. 150/-	20 th August
With a late fee of	Rs. 200/-	5 th September
With a late fee of	Rs. 250/-	20 th September

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

S.No.	Particulars	Admission Fee	Tuition Fee	
			II nd Year	III rd Year
1	B.A.	Rs. 2,500/-	Rs. 2,500/-	Rs. 2,500/-
2	B.Com (General)	Rs. 3,000/-	Rs. 3,000/-	Rs. 3,000/-
3	B.Com (Computers)	Rs. 5,000/-	Rs. 5,000/-	Rs. 5,000/-
4	B.Sc (Aviation)	Rs. 7,500/-	Rs. 7,500/-	Rs. 7,500/-
5	B.A. (Languages)	Rs. 2,500/-	Rs. 2,500/-	Rs. 2,500/-
6	B.B.A	Rs. 6,000/-	Rs. 6,000/-	Rs. 6,000/-

- ◆ **No separate information is sent for payment of II year or III year fee.**
- ◆ **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 / 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.**

D) 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.

Telugu

Hindi

Sanskrit

A candidate desirous of selecting French / Kannada / Marathi / Tamil/ Urdu / Arabic / Persian 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.

A candidate opting French as Second Language by private study will have to appear for the viva voce examination for 50 marks at the Department of French, Osmania University. The dates, venue and time for this examination will be notified by the Controller of Examinations and Head, Department of French, OU.

(i) B.A. (Languages) - Telugu

First Year	Second Year	Final Year
Part I A. English	Part I A. English	Part II Paper I Telugu Sahitya Vimarsha
B. Second Language (Sanskrit / Hindi)	B. Second Language (Sanskrit / Hindi)	Paper II Sahitya Shilpa Darshanam
Part II Paper I History	Part II Paper I History	Paper III Samskrutha Sravanthi
Paper II Telugu Kavitha Sowrabhalu	Paper II Telugu Sahiti Sravanthi	Paper IV Vyasa Rachana Anuvadam Samkshiptikarana Lekharachana
Paper III Chinnayasuri Balavyakaranam	Paper III Gadhya Koumudh	Paper V Telugu Basha Charitra
		Paper VI Navya Sahiti Sopanalulu

(ii) B.A.

Part -I

First Year	Second Year
English	English
Second Language (Telugu / Sanskrit /Hindi)	Second Language (Telugu / Sanskrit / Hindi)
Indian Heritage & Culture	Environmental Studies

Part -II

First Year	Second Year	Final Year
Optional -1 : Paper I	Optional -1 : Paper II	Optional-1 : Paper III & IV
Optional -2: Paper I	Optional -2 : Paper II	Optional-2: Paper III & IV
Optional- 3: Paper I	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).

The Students of Psychology will have Practicals Lab work in BA III year only.

The students of geography will have practicals in I, II and III year.

**(iii) B.A: Mathematics and Statistics (Combinations)
English Medium only**

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

(iv) B.Com. (Gen)

Part -I

First Year	Second Year
English	English
Second Language (Telugu / Sanskrit / Hindi)	Second Language (Telugu / Sanskrit /Hindi)
Indian Heritage & Culture	Environmental Studies

Part - II

First Year	Second Year	Final Year
Business Economics	Banking and Financial System	Business Laws
Financial Accounting-I	Financial Accounting-II	Income Tax & Practical Auditing
Industrial Organisation and Management	Quantitative Techniques - II	Cost & Management Accounting
Quantitative Techniques - I	Entrepreneurship Development	Business Communications & Report writing
		Small Enterprise Management
		Elective - I : Adv. Mgt. Accounting
		Elective - II : Corporate Accounting
		Science and Civilization

(v) B.Com. (Computers)

Part - I

First Year	Second Year
English	English
Second Language (Telugu / Sanskrit / Hindi)	Second Language (Telugu / Sanskrit / Hindi)
Indian Heritage & Culture (Home Assignment)	Environmental Studies

Part - II

First Year	Second Year	Final Year
Business Economics	Banking and Financial System	Business Laws
Financial Accounting-I	Financial Accounting-II	Income Tax & Practical Auditing
Industrial Organisation and Management	Quantitative Techniques - II	Cost & Management Accounting
Quantitative Techniques - I	Entrepreneurship Development	Accounting system
Fundamentals of Information Technology	Relation Database Management Systems (RDBMS)	Web Programming
		Elective - I : Corporate Accounting
		Elective - II : Advanced Management Accounting

(vi) B.B.A

Bachelor of Business Administration (BBA)

Part - I

First Year	Second Year		
English	English	100 Marks	3Hrs
Second Language (Telugu / Sanskrit / Hindi)	Second Language (Telugu/Sanskrit / Hindi)	100 Marks	3Hrs
Indian Heritage & Culture 50 Marks	Environmental Studies	100 Marks	

Part - II

BBA I Year

Paper	Name of Title	University Exam marks	Internal Assignment marks	Max. Marks	Duration
Paper I	Principal of Managemenet	70	30	100 Marks	3 Hrs.
Paper II	Business Mathematics & 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	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	3 Hrs.
Paper II	Management Accountancy	70	30	100	3 Hrs.
Paper III	Business & Corporate Law	70	30	100	3 Hrs.
Paper IV	Information Technology	70	30	100	3 Hrs.
Paper V	Business Communication	70	30	100	3 Hrs.
Paper VI Elective-I	Financial Services/Sales & Advertising Management / Leadership	70	30	100	3 Hrs.
Paper VII Elective-II	Investments / CRM / Change Management	70	30	100	3 Hrs.
Paper VIII	Science & Civilization (50 Marks) Home Assignment				

(vii) B.Sc. (Aviation)

FIRST YEAR

S. No.	Code No.	Name of the Subject	Internal Marks	External Marks	Total Marks
	THEORY				
1.	APAA-OU101	English-1	20	80	100
2.	APAA-OU102	Second Language Paper-I	20	80	100
3.	APAA-OU103	Indian Heritage and Culture (IHC)	Home Assignment		50
4.	APAA-OU104	Aviation Mathematics	20	80	100
5.	APAA-OU105	Aviation Physics - I (Fundamentals of Aviation Physics)	20	80	100
6.	APAA-OU106	Aviation Science-I (Basic Avionics)	20	80	100
	PRACTICALS				
7.	APAA-OU107	English Language and Communications Skill Lab	20	80	100
8.	APAA-OU108	Aircraft Awareness & Basics of Simulator	20	80	100

SECOND YEAR

S. No.	Code No.	Name of the Subject	Internal Marks	External Marks	Total Marks
	THEORY				
1.	APAA-OU201	English-II	20	80	100
2.	APAA-OU202	Second Language Paper-II	20	80	100
3.	APAA-OU203	Environmental Science	Home Assignment		100
4.	APAA-OU204	Computer Applications in Aviation	20	80	100
5.	APAA-OU205	Aviation Physics - II (Aviation Meteorology)	20	80	100
6.	APAA-OU20G	Aviation Science - II (Human Performance in Aviation&AviationSafety)	20	80	100
	PRATICALS				
7.	APAA-OU207	Aviation English Lab (International Civil Aviation Requirement Levels)	20	80	100
8.	APAA-OU208	Computer Lab	20	80	100

FINAL YEAR**Specialization : Flight operations**

S. No.	CadeNo.	Name of the Subject	Internal Marks	External Marks	Total Marks
	THEORY				
1.	APAA-OU301	Aviation Physics-III (Advanced Aviation Meteorology)	20	80	100
2.	APAA-OU302	Aviation Physics-IV (Aerodynamics & Aircraft Engine-Technical General)	20	80	100
3.	APAA-OU303	Science & Civilization	Home Assignment		50
4.	APAA-OU304	Aviation Science-III (Air Navigation)	20	80	100
5.	APAA-OU305	Aviation Science-IV (Air Regulations)	20	80	100
6.	APAA-OU306	CESSNA-152A and CESSNA-172R Glass Cockpit (Technical Specific)	20	80	100
	PRACTICALS				
7.	APAA-OU307	Simulator Training Part-I	20	80	100
8.	APAA-OU308	Simulator Training Paper-II	20	80	100

FINAL YEAR**Specialization: Aircraft Maintenance - Mechanical Stream**

S. No.	Cade No.	Name of the Subject	Internal Marks	External Marks	Total Marks
	THEORY				
1.	APAA-OUA301	Aviation Physics-III (Aircraft Hardware&Materials)	20	80	100
2.	APAA-OUA302	Aviation Science-III (Air Law, Rules&Regulations)	20	80	100
3.	APAA-OU303	Science & Civilization	Home Assignment		50
4.	APAA-OUAM304	Aviation Phycsis-IV (Light Aircraft Concepts)	20	80	100
5.	APAA-OUAM305	Aviation Science-IV (Aircraft Power Plant - Piston Engine)	20	80	100
6.	APAA-OU AM306	Aircraft Power Plant - Jet Engine	20	80	100
	PRACTICALS				
7.	APAA-OUA307	Aircraft Ground Handling & Safety	20	80	100
8.	APAA-OUA308	Aircraft Inspection Procedures	20	80	100

Specialization: Aircraft Maintenance-Avionics Stream

S. No	Cade No.	Name of the Subject	Internal Marks	External Marks	Total Marks
	THEORY				
1.	APAA-OUA301	Aviation Physics-III (Aircraft Hardware & Materials)	20	80	100
2.	APAA-OUA302	Aviation Science-III (Air Law, Rules & Regulations)	20	80	100
3.	APAA-OU303	Science & Civilization	Home Assignment		50
4.	APAA-OUAA304	Aviation Physics-IV (Aircraft Electrical System)	20	80	100
5.	APAA-OUAA305	Aviation Science-IV (Aircraft Instrument system)	20	80	100
6.	APAA-OUAA306	Radio Navigation & Communication	20	80	100

PRACTICALS

7.	APAA-OUA307	Aircraft Ground Handling & Safety	20	80	100
8.	APAA-OUA308	Aircraft Inspection Procedures	20	80	100

BBA Assignments:-

Submission of Assignments is compulsory for the students of BBA I, II & III year admitted from the academic year 2009-10. Each candidate has to submit two assignments of each 15 marks before stipulated date. Assignments should be in hand written **only**. Assignments on printed / Photo copy or on typed papers will not be accepted and will not be evaluated at any cost. Assignments questions will be given to the candidates in February/ March every year.

These assignments will be evaluated by the faculty and marks secured will be added to the university examination.

F) Method of Instruction:

i. Study Material:

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

lessons. This material is normally despatched to the students in one or two instalments. The students who take admission in person should collect the material in person from the material section of the centre, on the same day. In respect of the other students, the material will be sent by post depending on the mode of payment of their tuition fee. If the tuition fee is paid in instalments the material will also be sent accordingly.

ii. Contact Programme:

Contact between teachers and the taught will be provided by arranging the Contact-cum-counselling classes for a period of ten 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/boardings 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 classes.

iii. Week-end Classes Programme:

The Centre extends the facility of “Week-End Classes” on Second Saturdays and Sundays, for B.Com. and BBA. Those who want to join these classes should pay a fee of Rs.500/- (Rs.500/- for BBA) through a separate Demand Draft in favour of the Director, PGRR Centre for Distance Education, Osmania University at the time of admission or on or before 10th September, every year. After assessing the response from the students, if the strength is viable, an announcement will be made in through the press and individually candidates will be informed about the exact venue, date and timings of the commencement of Weekendclasses. A separate identity card will be issued for attending the week-end classes. Duplicate identity card for week-end classes will not be issued in case of loss or damage. If the strength is not viable no classes will be conducted and the fee paid will be refunded on request.

G) Examinations :

i) Rules of Examinations:

- ◆ There will be University Examinations at the end of each year.
- ◆ The minimum pass marks in each paper and or aggregate 36%.
- ◆ There is a provision for Supplementary Examinations. except B.B.A.

- ◆ Examination application forms will be sent by the Centre to all the students eligible to appear for the first time in each academic year with all the relevant information well in advance. The examination application form will not be sent to those who wish to write improvement examinations. They have to obtain the same from the PGRRC centre for distance education, OU by submitting a DD for RS.20/- taken in favour of the Director, PGRRCDE, OU payable at Hyderabad or by post sending the DD for RS.55/- along with self-addressed (no stamps necessary) envelope (11'x5") to the Director, PGRRCDE, OU.
- ◆ The students have to fill the examination application form as per the instructions and send the same to this centre along with a Demand Draft for stipulated amount either in person or by post so as to reach before the specified date. Hall Tickets will be sent to the students along with schedule well in advance of commencement of the examinations.

ii) Scheme of the Examination B.A (Languages - Telugu)

FIRST YEAR

Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
Part - II		
Part-II Paper-1	100 Marks	3 Hrs
Part-II Paper-2	100 Marks	3 Hrs
Part-II Paper-3	100 Marks	3 Hrs

SECOND YEAR

Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
Part- II		
Part-II Paper-1	100 Marks	3 Hrs
Part-II Paper-2	100 Marks	3 Hrs
Part-II Paper-3	100 marks	3 Hrs

FINAL YEAR		
Part - II		
Paper-1	100 Marks	3 Hrs
Paper-2	100 Marks	3 Hrs
Paper-3	100 Marks	3 Hrs
Paper-4	100 Marks	3 Hrs
Paper-5	100 Marks	3 Hrs
Paper-6	100 Marks	3 Hrs

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

FIRST YEAR		
Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
I.H.C.	50 Marks (Home assignment)	
Part-II		
Optional-I Paper - 1	100 Marks	3 Hrs
Optional-II Paper-1	100 Marks	3 Hrs
Optional-III Paper-1	100 Marks	3 Hrs

SECOND YEAR		
Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
Environmental Studies	100 Marks (Home assignment)	
Part - II		
Optional-I Paper - 2	100 Marks	3 Hrs
Optional-II Paper - 2	100 Marks	3 Hrs
Optional-III Paper-2	100 Marks	3 Hrs

FINAL YEAR		
Part - II		
Optional- I :Paper - 3	100 Marks	3 Hrs
Optional- I :Paper - 4	100 Marks	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)	

(iv) Scheme of the Examination (B.A.): Mathematics, Applied Mathematics & Statistics (English Medium only)

FIRST YEAR		
Part - I		
English	100 Marks	3 Hrs
Second Lanauage	100 Marks	3 Hrs
I.H.C.	50 Marks (Home assinnment)	
Part - II		
Optional-I Paper - 1 Mathematics	150 Marks	3 Hrs
Optional-II Paper- 1 Applied Mathematics	150 Marks	3 Hrs
Optional-III Paper -1 Statistics		
Theory	100 Marks	3 Hrs
Practical	50 Marks	3 Hrs

SECOND YEAR		
Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
Environmental Studies	100 Marks (Home assignment)	
Part - II		
Optional-I Paper - 2 Mathematics	150 Marks	3 Hrs
Optional-II Paper - 2 Applied Mathematics	150 Marks	3 Hrs
Optional-III Paper - 2 Statistics		
Theory	100 Marks	3 Hrs
Practical	50 Marks	3 Hrs

FINAL YEAR		
Part -II		
Optional- I :Paper - 3 - Mathematics	150 Marks	3 Hrs
Optional- I :Paper - 4 - Mathematics	150 Marks	3 Hrs
Optional-II :Paper - 3- Applied Mathematics	150 Marks	3 Hrs
Optional- II :Paper - 4 - Applied Mathematics	150 Marks	3 Hrs
Optional - III :Paper - 3 - Statistics		
Theory	100 Marks	3 Hrs
Practical	50 Marks	3 Hrs
Optional - III :Paper - 4 - Statistics		
Theory	100 Marks	3 Hrs
Practical	50 Marks	3 Hrs
Science & Civilization	50 Marks (Home Assignment)	

(v)Scheme of the Examination (B.A.): Mathematics, Statistics & Economics (English Medium only)

FIRST YEAR		
Part -I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
I.H.C.	50 Marks (Home assignment)	
Part -II		
Optional-I Paper - 1 Mathematics	150 Marks	3 Hrs
Optional-II Paper - 1 Economics	100 Marks	3 Hrs
Optional-III Paper - 1 Statistics		
Theory	100 Marks	3 Hrs
Practical	50 Marks	3 Hrs
SECOND YEAR		
Part -I		
English	100 Marks	3 Hrs
Second Lanauaae	100 Marks	3 Hrs
Environmental Studies	100 Marks(Home assignment)	
Part -II		
Optional-I Paper - 2 Mathematics	150 Marks	3 Hrs
Optional-II Paper - 2 Economics	100 Marks	3 Hrs
Optional-III Paper - 2 Statistics		
Theory	100 Marks	3 Hrs
Practical	50 Marks	3 Hrs

FINAL YEAR

FINAL YEAR		
Part -II		
Optional- I :Paper - 3 - Mathematics	150 Marks	3 Hrs
Optional - I :Paper - 4 - Mathematics	150 Marks	3 Hrs
Optional - II :Paper - 3 - Economics.	100 Marks	3 Hrs
Optionai - II :Paper - 4 - Economics	100 Marks	3 Hrs
Optional - III :Paper - 3 - Statistics	Theory	100 Marks
	Practical	50 Marks
Optional - III :Paper - 4 - Statistics	Theory	100 Marks
	Practical	50 Marks
Science & Civilization	50 Marks (Home Assignment)	

**vi)Scheme of the Examination : B.A. Psychology as one of the
Optionals in Part - II**

FIRST YEAR

Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
I.H.C.(Indian Heritage & Culture)	50 Marks (Home assignment)	3 Hrs
Part - II		
Optional-I : Paper - 1 General Psychology	75 Marks	3 Hrs
Optional - II : Paper - 1	100 Marks	3 Hrs
Opitlanl - III : Paper - 1	100 Marks	3 Hrs

SECOND YEAR

Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
I.H.C.(Indian Heritage & Culture)	50 Marks (Home assignment)	3 Hrs
Part - II		
Optional-I : Paper - 2 General Psychology	75 Marks	3 Hrs
Optional - II : Paper - 2	100 Marks	3 Hrs
Opitlanl - III : Paper - 2	100 Marks	3 Hrs

FINAL YEAR		
Part -II		
Optional - I: Paper - 3 Abnormal Psychology	75 Marks	3 Hrs
Optional-I:Paper-4 Social Psychology	75 Marks	3 Hrs
Practical - II	50 Marks	3 Hrs
Practical - II	50 Marks	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	50Marks (Home assignment)	

COMPULSORY FOR B.A. PSYCHOLOGY

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, 27097178, 27091605, 27098350 during the first week of February.

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

FIRST YEAR		
Part -I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
I.H.C. (Indian Heritage & Culture)	50 Marks (Home assignment)	
Part - II		
Optional - I : Paper - 1 Principles of Physical Geography	100 Marks	3 Hrs
Practical - 1	50 Marks	2 Hrs
Optional - II : Paper - 1	100 Marks	3 Hrs
Optional - III : Paper - 1	100 Marks	3 Hrs

SECOND YEAR		
Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
Environment Studies	100 Marks (Home assignment)	
Part - II		
Optional - I : Paper - 2 Economics 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

THIRD YEAR		
Part -II		
Optional - I : Paper - 3 Regional Geography of India Practical - 3	100 Marks 50 Marks	3 Hrs 2 Hrs
Optional - I : Paper - 4 Regional Geography of India Practical - 4	100 Marks 50 Marks	3 Hrs 2 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)	

The student of Geography will have practical in I, II and III Year compulsory.

viii) Scheme of the Examination B.Com. (Gen)/ B.Com (Comp):

FIRST YEAR

Part -I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
I.H.C.	50 Marks (Home assignment)	
Part - II		
Paper-1	100 Marks	3 Hrs
Paper-2	100 Marks	3 Hrs
Paper-3	100 Marks	3 Hrs
Paper-4	100 Marks	3 Hrs

SECOND YEAR

Part - I		
English	100 Marks	3 Hrs
Second Language	100 Marks	3 Hrs
Environmental Studies	100 Marks (Home assignment)	
Part - II		
Paper-1	100 Marks	3 Hrs
Paper-2	100 Marks	3 Hrs
Paper-3	100 Marks	3 Hrs
Paper-4	100 Marks	3 Hrs

FINAL YEAR

Part - II		
Paper-1	100 Marks	3 Hrs
Paper-2	100 Marks	3 Hrs
Paoer-3	100 Marks	3 Hrs
Paoer-4	100 Marks	3 Hrs
Paper-5	100 Marks	3 Hrs
Paper - 6 (Elective - I)	100 Marks	3 Hrs
Paper - 7 (Elective - II)	100 Marks	3 Hrs
Science & Civilization	50 Marks (Home assignment)	

x) Rules for Improvement : (B.A. Languages - Telugu, 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.

xi) Award of Division:

First division	60% & above
Second division	48% & above and less than 60%
Pass division	36% & above and less than 48%

IV. 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. The blank Identity Card sent with the application form must be filled in and got attested at the time of admission. This card must be produced whenever required by the authorities at the time of Contact cum Counselling Session, University Examinations, and at Library. If the Original Card is lost, a duplicate card will be issued on remittance of Rs.20/- through a Demand draft in favour of the Director, PGRR CDE, OU payable at Hyderabad. At the time of taking Degree Certificate ID Card has to be submitted to Examination Branch.

V. ENCLOSURES FOR APPLICATION FORM FOR ADMISSION

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

- a) Demand Draft in favour of the Director, PGRR Centre for Distance Education, O.U. for a sum as shown in Fee Structure and payable at Hyderabad. All the demand drafts should be taken from any Nationalised Bank only.
- b) Four Passport size photographs, taken recently.
- c) S.S.C., and Intermediate Original with One Photo copy, (Originals will be returned soon after admission).
- d) Original with One Photo copy of the Marks Memo of Qualifying examination (Intermediate Examination). (Original will be returned soon after admission).

- a) Transfer Certificate in original, from the college last studied.
(NOT RETURNABLE) Exempted for Senior Citizens.
- b) In case of SC/ST/BC enclose a Photocopy of Caste Certificate. In case of Physically Handicapped (PHC) enclose a Photo copy of Certificate.
- c) One self addressed stamped envelope 14" x 10" (with RS.50/- affixed) to return the original certificates, **(for those applying through post)**.
- d) Submit Original Migration Certificate only along with the Examination Application Form of First year.

VI. ENCLOSURE FOR EXAMINATION APPLICATION FORM:

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

- i. Photo copies of Memo of Marks of Previous Exam.
- ii. A Photo copy of 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 are not issuing Migration certificates) will be charged a fee of Rs 425/- in lieu of Migration Certificate.
- iv. A Demand Draft for the requisite examination fee.

VII. CERTIFICATES TO BE OBTAINED FROM THE PGRRCD E

i) Transfer, Bonafide and Migration Certificates:

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

These certificates will be issued on remittance of **Rs.100/-** for Transfer Certificate, **Rs.50/-** for Bonafide Certificate and **Rs.100/-** for Migration Certificate through a Demand Draft taken in favour of the Director, PGRR Centre for Distance Education, OU payable at Hyderabad along with the Photo Copies of the Memorandum of marks. 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 enclose a self addressed-envelope of 11" x 5" size and pay Rs. 50/- towards Postal charges in addition to the prescribed fee for certificates in the form of one DD in favour of Director, PGRRCDE, OU payable at Hyderabad.

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

(i) Provisional Certificate:

Procedures for obtaining Provisional certificate of BA Languages- (Telugu) / B.A / B.Com and BBA.

(ii) Degree Certificate:

Procedure for obtaining Degree Certificate of B.A. Languages _ (Telugu) / B.A/B.Com and BBA.

A candidate after passing the examination are required to obtain the prescribed application form for obtaining the Degree in Absentia from the Director, Dept. of Publications & Press, OU, Hyderabad-7 by paying RS.10/- in cash person or by sending by DD for the same amount drawn in favour of **Director, Dept. of Publications & Press, OU, Hyderabad - 7** and to obtain by post also, enclose a self addressed envelope affixed with Rs.10/- postal stamps. Application form can be down loaded from www.oucde.ac.in ; **OR** www.osmania.ac.in.

Filled in application form along with two photographs, the Photo copies of Memorandum of Marks, Provisional Certificate of Qualifying examination, (i.e. SSC/Inter) DD for the amount as indicated in the form may be sent to the Controller of Examinations, OU, Hyderabad-7.

IX. ABOUT THE UNIVERSITY

ORIGIN AND TRADITION OF THE UNIVERSITY

The Osmania University, established in 1918, is the seventh oldest in the country, third oldest in South India and the first to be established in the princely State of Hyderabad. Though the need for a university

for the Hyderabad State was felt, both by the intelligentsia and the people for the 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.

X ABOUT THE PGRR CENTRE FOR DISTANCE EDUCATION

Ever since the Osmania University established the Centre for Distance Education in the year 1977, the Centre has witnessed phenomenal growth and emerged as a pioneering institution in the field of Distance Education, with Potential for Excellence.

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

The functions of Centre for Distance Education include:

- i. To provide a system of learner centred self-paced studies;
- ii. To provide flexible, diversified and need based courses;
- iii. To provide access to all in order to realize 'Higher Education For All (HEFA); and
- iv. 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**/ Authorised Learning Centres, and Audio-Visual Material etc. This is found to be well received from student target groups. Efforts are afoot to design LCMS based interactive study material. The Distance Education mode with interactive learning system at the core is the need of the day. Today in the process of

updating and modernising the system, we have moved a step or two further by preparing learning material in the self instructional mode format, and in support of such material Video based programmes have been hand picked and used. This process has contributed only marginally in the quality improvement of Distance Education. Thanks to developments in the field of Information Technology because of which today we are in a position to integrate text, graphics, simulation video into a single frame by using Multimedia. The Multimedia based instructional material, Tele conference, Video conference etc. are not only simulating knowledge and information providing facilitators, but also bridging the missing links between the seeker and provider of knowledge and skills. In addition to the present text and sparingly available audio and Video study material, comprehensive study material in CD form is being made available.

XI OUR PROGRAMMES

The following courses are offered by the **CDE**:

1. Post-Graduate Courses:

M.A., M.Com. M.Sc.(Maths), M.Sc. (Statistics), M.A. (Psychology), M.A. (Public Administration), M.B.A. and M.C.A.

2. P.G. Diploma Courses:

English Language Teaching,

Business Management,

Computer Applications,

Maths,

Bioinformatics.

P.G. Diploma in Country and Town Planning

3. Choice Based Innovative Courses (CBIC)

XII. INSTRUCTIONAL SERVICES

A) MEDIUM OF INSTRUCTION:

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

B) COMMUNICATION SKILLS:

In the Information age importance of English Language is once again realized to be of greater relevance. Further, there has been a mounting demand for supplemental course, at the level of under-graduate and post-graduate programmes. Similarly graduates and post graduates who are in the work- force are also looking for the acquisition of effective communication skills. Keeping in this view, to improve their English, for study and work, the Modular courses in the form of certificate in Communicating for Success and Certificate in Soft Skills have been designed. Communicating for Success equips you with good command over English language. Soft Skills empower Personal, Professional and Leadership effectiveness. The modular courses are not part of the selected under-graduate or post graduate programme. These are offered against payment of course fee only to those who opt for it.

C) LIBRARY AND COMPUTER LAB FACILITIES:

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

D) RECOGNITION OF MERIT:

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

XIII. ADVICE TO DISTANCE LEARNERS

In distance education, a learning environment, i.e., a complete set of stand-alone, pre-prepared, multi-media, self-instructional course materials mostly in print form, is provided to the learners. Learners may study at any time, in any place and at any pace they choose. This method of learning offers tremendous flexibility to adult learners, since they usually have a full-time job and hence their time for study

varies. Distance education differs from conventional classroom teaching in that there are no (or very few) lectures or face-to-face sessions and the teacher is often separated from the students during the learning process. In other words, the distance teacher teaches his or her students 'at a distance' through the course materials.

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

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

The advantages of distance education have led to the development of a large number of distance learning institutions, or open-learning institutions which adopt the distance learning mode. There are many reasons for this growth. In the age of information, the idea that education received in one's youth is adequate for a lifetime is no longer valid, and this has led to a growing need for further and continuing education, for both professional and personal development. Another reason is that traditional institutions, especially tertiary institutions, are unable to provide sufficient places to satisfy this increased demand for education. In addition, as society becomes more sophisticated with the development of technology; better educated people and people with new, rather than traditional, manual skills are required. As well, unlike, face-to-face lectures where there is always a limit to the size of the lecture hall, a large number of learners (hundreds or even thousands) can enrol in a single distance-learning course. This characteristic is particularly useful in providing education to a large audience, especially in a relatively short period of time. Distance education, because of its flexibility, its adaptability of adult learner's needs and its low cost, appears to be a good solution for education planners.

FOLLOW YOUR STUDY SCHEDULE:

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

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

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

Candidates are advised to be in touch with the PGRR Centre for Distance Education, Osmania University for more details about the

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



PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

(RECOGNISED BY THE DISTANCE EDUCATION BUREAU (UGC), NEW DELHI.)

OSMANIA UNIVERSITY

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

HYDERABAD - 500 007 TELANGANA INDIA

PROSPECTUS FOR 2014-2015

B.A., B.Com., B.Com. (Computers)

B.B.A., B.Sc. (Aviation)

Prof. S. SATYANARAYANA

M.Sc., Ph.D.

Vice - Chancellor

Prof. K. PRATAP REDDY

M.Sc., Ph.D.

Registrar

Prof. H. VENKATESHWARLU

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

Director

Prof. B. APPA RAO

M.Sc., Ph.D.

Joint Director

Sri K. SEKHAR REDDY

B.Com.

Dy. Registrar

Dr. K. NIZAMUDDIN

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

Asst. Registrar

ALL COURSES EXAM DETAILS

S.No.	Course	Exam Fee	Exam Dates	Exam Fee	Exam Dates
		Annual		Supplementary	
1.	B.A/B.Com	December (Fresh) Old January	March / April	July / August	October/ November
2.	B.Sc. (Aviation)	April/May	May/June	-	-
3.	B.A. (Language)	January	April/May	August/ September	October/ November
4.	M.A./M.Com./M.Sc.	January/ February	June/July	-	-
5.	PG Diploma's	April/May	July	-	-
6.	M.B.A.	May/June	August	-	-
7.	M.C.A.	May/June	August	-	-
8.	Bio-Informatics	April	May	-	-
9.	PGDCA	March	April	September	November
10.	PGD in Town & Country Planning	Ist Semester Oct/Nov	Ist Semester Oct/Nov	IIInd Semester March/April	IIInd Semester March/April

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CAUTION

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

DIRECTOR