

## I. IMPORTANT INSTRUCTIONS

1. **Ragging in any form is strictly prohibited.**
2. Preserve this prospectus, and refer the same for Rules and Regulations.
3. Demand Draft / Remittance Coupon, should be signed by the bank authorities branch name, date and address are 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  
Enrolment Number  
Name of the Course  
and subject for all your  
correspondence  
  
FOR ALL QUERIES  
Email : info\_cde@osmania.ac.in
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. Those who submit the admission form personally can collect the study material from the study material section by showing the fee receipt and Identity Card. Those in Second year, who pay the fee personally, should also collect the study material from the material section by showing the fee receipt.
12. All matters relating to examinations / results / marks / certificates will be dealt with only by the Controller of Examinations, Osmania University.
13. Transactions at counters for all services of students including admissions:  
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.
14. Every candidate once admitted shall have to pay the fee for the whole year. If the candidate desires to discontinue the course and obtain the Transfer Certificate in the middle of the academic year or in subsequent years, has to pay the fee for the whole year.
15. 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.  
A) The Examination fees likely to be paid in the Month of January / February.
17. Annual examinations normally will be held during **June / July** for PG Courses and **July / August** for P.G. Diploma Courses
18. Change in address, if any, should be immediately communicated to the Centre.
19. For all legal matters the jurisdiction is restricted to Hyderabad City only.
20. Candidates are advised to be very clear in their choice of the course at the time of admission. **Choice of the course of study once made, will be final and no change of subject will be entertained.**
21. According to the norms of the University, **a candidate who completes his Degree in Supplementary Examinations will NOT be eligible for admission into P.G. Course in the same academic year.**

22. The students of the PGRRCDE are not eligible for bus pass facility & Hostel Accommodation.
23. 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.
24. 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 11.00AM to 1.00 PM.
25. 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.

**26. GENERAL INFORMATION:**

1) Communication Facilities:

Phone Nos. 040-27091605, 040 - 27097177  
040-27098350, 040 - 27682275

Fax number 040 - 27097687

e-mail [pgcde@osmania.ac.in](mailto:pgcde@osmania.ac.in)  
(For PG courses)  
[compcde@osmania.ac.in](mailto:compcde@osmania.ac.in)  
(For PG Diploma Courses)  
[info\\_cde@osmania.ac.in](mailto:info_cde@osmania.ac.in)  
(For General)

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

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

Candidates applying through downloaded application form should

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

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

## 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 prospectus.
  - 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 conducted by the Board / University which are under the jurisdictional area of other States shall have to obtain an Eligibility Certificate from the Registrar(Academic), Osmania University to the effect that they are eligible for admission into the university courses
- 5) In view of the University decision there would be no admission to PG. Courses based on Allied Subjects.

### III. POST GRADUATE COURSES (M.A., M.Com., M.Sc.), ELIGIBILITY AND FEE DETAILS

#### M.A. (Arts) :

- 1) Philosophy
- 2) English
- 3) Hindi
- 4) Telugu
- 5) Sanskrit
- 6) Urdu
- 7) Vedic Astrology
- 8) Journalism & Public Relations

#### M.A. (Social Sciences) :

- 9) Economics
- 10) Political Science
- 11) Public Personnel Management
- 12) History
- 13) Sociology
- 14) Psychology
- 15) Public Administration

#### M.Com. (Commerce):

- 16) M.Com.

#### M.Sc. (Science):

- 17) M.Sc. (Mathematics)
- 18) M.Sc. (Statistics)

#### (1) ELIGIBILITY:

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

A candidate should have passed U.G. (3-years duration) Degree examination and studied the subject concerned at UG level.

##### ii. M.A. Economics / Political Science / History / Public Administration

A candidate should have passed BA (3 years duration) Degree examination and should have studied the subject concerned at UG level.

##### iii. M.A. Public Personnel Management / M.A. Philosophy / M.A. Sociology/Journalism & Public Relations / Vedic Astrology

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

**iv. 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.

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

**vi. 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 are also eligible to M.Sc.(Maths).

AMIE Degree Course in Mechanical Engineering Examination conducted by the Institute of Mechanical Engineers, Bombay are also eligible.

**vii. 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.

**(2) DURATION OF THE COURSE:**

Two academic Years (Year - Wise)

**Statement showing the amount charged for Prospectus, Certificates and other items in 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/-

**M.Com., M.Sc. (Maths) & M.A.(English) students are required to enrol compulsory for Soft Skills in both the First year (one module) and Second year (one module).**

**No forms will be accepted after this date.**

**(6) LAST DATE FOR PAYMENT OF FEE FOR FINAL YEAR  
M.A. / M.Sc. / M.Com.**

Last date without late fee	-----	10 <sup>th</sup> October
With a late fee of	Rs. 100/-	25 <sup>th</sup> October
With a late fee of	Rs. 150/-	10 <sup>th</sup> November
With a late fee of	Rs. 200/-	25 <sup>th</sup> November
With a late fee of	Rs. 300/-	10 <sup>th</sup> December

**Note:**

- **Promotion from Previous to Final year is automatic subject to registration of exam fee for Previous year. Hence, they are required to pay Second year Admission fee without waiting for the results.**
- **No separate information is sent for payment of II year Admission fee. Candidates need not submit any Application form II year. They are required only to pay the prescribed fee through DD in favour of Director, PGRRCDE, OU., Hyderabad-7. The Roll Number, Name, Course and other details should be mentioned on the back side of the DD.**

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

S.No.	Particulars	Amount	
		Previous	Final
1	M.Com	Rs. 4,500/-	Rs. 4,500/-
2	M.Sc. (Maths)	Rs. 4,500/-	Rs. 4,500/-
3	M.Sc (Stats)	Rs. 4,000/-	Rs. 4,000/-
4	M.A. PPM	Rs. 4,000/-	Rs. 4,000/-
5	M.A. Political Science	Rs. 4,000/-	Rs. 4,000/-
6	M.A. Economics	Rs. 4,000/-	Rs. 4,000/-
7	M.A History	Rs. 4,000/-	Rs. 4,000/-
8	M.A. Sociology	Rs. 4,000/-	Rs. 4,000/-
9	M.A. Psychology	Rs. 6,700/-	Rs. 6,700/-
10	M.A. Public Adm	Rs. 4,000/-	Rs. 4,000/-
11	M.A. English	Rs. 4,500/-	Rs. 4,500/-
12	M.A. Telugu	Rs. 4,000/-	Rs. 4,000/-
13	M.A. Hindi	Rs. 4,000/-	Rs. 4,000/-
14	M.A. Sanskrit	Rs. 4,000/-	Rs. 4,000/-
15	M.A. Urdu	Rs. 4,000/-	Rs. 4,000/-
16	M.A. Philosophy	Rs. 4,000/-	Rs. 4,000/-
17	M.A. Vedic Astrology	Rs. 4,000/-	Rs. 4,000/-
18	M.A. Jour & Public Relations	Rs. 4,000/-	Rs. 4,000/-

**M.A. (English), M.Com., M.Sc. (Maths/Stat)**

Instalment	Previous	Final
1 <sup>st</sup> Instalment	Rs. 3500/- 10 <sup>th</sup> Oct	Rs. 3500/- 10 <sup>th</sup> Oct
2 <sup>nd</sup> Instalment	Rs. 1000/- 15 <sup>th</sup> Nov	Rs. 1000/- 15 <sup>th</sup> Nov

**M.A. (Psychology)**

Instalment	Previous	Final
1 <sup>st</sup> Instalment	Rs. 4700/- 10 <sup>th</sup> Oct	Rs. 4700/- 10 <sup>th</sup> Oct
2 <sup>nd</sup> Instalment	Rs. 2000/- 15 <sup>th</sup> Nov	Rs. 2000/- 15 <sup>th</sup> Nov



**Note :** No separate intimation is sent for payment of second instalment fee. It has to be paid on or before **15<sup>th</sup> November** .

**P.G. Previous and Final II<sup>nd</sup> Installments after 15th November**

With a late fee of	Rs. 50/-	1 <sup>st</sup> December
With a late fee of	Rs.100/-	15 <sup>th</sup> December
With a late fee of	Rs.150/-	1 <sup>st</sup> January
With a late fee of	Rs.200/-	15 <sup>th</sup> January
With a late fee of	Rs.250/-	1 <sup>st</sup> February
With a late fee of	Rs.300/-	15 <sup>th</sup> February

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

**(9) 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 the 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 .

**10) 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 the Fee Structure. All the demand drafts should be taken from any **Nationalised Bank only**.
- b) Four recent Passport size photographs.
- c) S.S.C., Intermediate and BA / B.Sc./ B.Com. / B.E./ B.Tech. Degree Original and Certificate with One Photostat copy, (Originals will be returned soon after admission).
- d) i. Original with One photo stat copy of the Marks Memo of Qualifying examination  
(BA/B.Sc /B.Com./B.E./B.Tech Degree Examination). (Originals will be returned soon after admission).  
ii. BA / B.Sc. / B.Com. 3 years memo of marks.
- e) Transfer Certificate in original, from the college last studied. (NOT RETURNABLE)
- f) In case of SC/ST/BC enclose a Photostat copy of Caste certificate. In case of Physically Handicapped (PHC) enclose a photo copy of Certificate
- g) One self addressed-stamped-envelope 14" x 10" (with Rs.50/- affixed) to return the original certificates, **(for those applying through post)**.

**(11) ENCLOSURES FOR EXAMINATION APPLICATION FORM**

- i) Photostat copies of memo of marks of all Previous Exams.
- ii) A Photostat copy of Student Identity Card.
- iii) **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 (as some of the Universities are not issuing Migration certificate) will be charged a fee of **Rs. 500/- in lieu of Migration Certificate**.
- (iv) A Demand Draft for the requisite examination fee.

**(12) MEDIUM OF INSTRUCTION AND STUDY MATERIAL**

<b>Course</b>	<b>Instruction</b>	<b>Study Material</b>
<b>M.A.</b> Philosophy English Hindi Sanskrit Urdu Telugu Vedic Astrology Journalism & Public Relations	English English Hindi English Urdu Telugu Telugu English	English English Hindi English Urdu Telugu Telugu English
<b>M.A.</b> Economics Political Science Public Personnel Management Public Administration History Sociology Psychology	English English English English English English English	English English & Telugu 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

**(13) METHOD OF INSTRUCTION**

**i) Study Material :**

The 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.

## ii) Week-end Programme:

The Centre presently extends the facility of “Week-end Classes” on Second Saturdays and Sundays for **M.A.(English), M.Com., M.Sc (Mathematics)** Students. However, if there is a demand with viable strength, offering weekend classes in other PG Courses will be considered by the Centre. The venue of the classes will be intimated. Those who want to join these classes should pay a fee of Rs. 700/- through a separate Demand Draft drawn in favour of the Director, PGRRCDE, Osmania University at the time of admission on or **before 25<sup>th</sup> October of every** year. After assessing the response from the students, 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.**

The week-end classes for final year students of **M.A. (English), M.A.(Telugu) M.Com., M.Sc., (Mathematics)** will commence in November / December. Those who want to join these classes should pay a fee of **Rs. 700/-** through a separate D.D. drawn in favour of Director, PGRRCDE, OU. along with Second year admission fee or on or before 25<sup>th</sup> October, every year. Submit the D.D. along with 2 Self-addressed cards which are available in the material section on free of cost.

## iii) Contact Programme:

Contact between teachers and the taught will be provided by arranging the Contact-cum-counselling classes for a period of 10 to 13 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.

**iv) Psychology Practical Classes:**

The Practical classes will be conducted at PGRRRCDE, 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 4 days.

**COMPULSORY**

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

**COMPULSORY**

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

**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.

**(14) EXAMINATIONS**

**1) Rules of Examination:**

- Examination Fee Jan/Feb

**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.
- 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 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/-** ever 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.**

**M.A: PPM (previous), M.A. Philosophy(Final Year), M.A. Sanskrit, Urdu (Previous and Final Year)**

<b>Papers</b>	<b>Max. Marks</b>	<b>Duration</b>
Paper-I	100 Marks	3Hrs
Paper-II	100 Marks	3Hrs
Paper-III	100 Marks	3Hrs
Paper-IV	100 Marks	3Hrs

**\*M.A. Public Personnel Management Final Year 5 Papers.**

**\*\*M.A. Journalism & Public Relations Previous/Final 5 Papers each.**

**M.A.: M.A. PPM (Final), M.A. Philosophy (previous) English , Telugu, Hindi, Vedic Astrology Journalism & Public Relations, Economics, Political Science, Psychology, Public Administration, Sociology, History, M.Com., and M.Sc. (Mathematics) (5 years).**

Previous/Final	Max. Marks	Duration
Paper-I	100 Marks	3Hrs
Paper-II	100 Marks	3Hrs
Paper-III	100 Marks	3Hrs
Paper-IV	100 Marks	3Hrs
Paper- V	100 Marks	3Hrs

\* M.A. Psychology Paper V of I & II year consists of Practicals.

#### M.Sc. (Statistics)

Previous / Final (6 papers each)		
Paper-I	100 Marks	3Hrs
Paper-II	100 Marks	3Hrs
Paper-III	100 Marks	3Hrs
Paper-IV	100 Marks	3Hrs
Paper- V (Practicals)	100 Marks	3Hrs
Paper-VI (Practicals)	100 Marks	3Hrs

#### 3) 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 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.

**b) 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).
- iii) Further, the candidate is allowed to appear for aggregate improvement either in previous or final or for both but not exceeding (2) chances in each previous or final years, within a period of (4) years after passing the previous and final 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.



**4) 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%

**(15). SOFT SKILLS AND PROFESSIONAL SKILLS FOR  
M.Com, M.Sc. (Maths) & M.A. (English)**

CD- based Value Addition Modules On the Course on Soft Skills and Professional Skills

PGRRRCDE, OU has introduced CD based interactive multimedia modules in

- 1. Communicating for Success - M.Com, M.Sc. (Maths) & M.A. (English) I year**
- 2. Personal Effectiveness - M.Com, M.Sc. (Maths) & M.A. (English) II year**

The candidates who have already completed above modular courses at PGRRRCDE, OU, can choose other modules from the list given in the prospectus. It is compulsory to appear for the examinations before completion of M.A./M.Com./M.Sc., course.

These modules are value addition to the existing curriculum. The meaning of value addition is that these certificates are in addition to the M.Com., M.Sc.(Maths) & MA (English) Degree.

A candidate has to pay **Rs. 100/-** towards Online examination fee along with the M.C.C. examination application form separately.

**About the Course:**

In the current scenario of lower employment opportunities, a degree is now the lowest entry level qualification and it has become imperative for individuals to

- Equip themselves with additional skills,
- Be better prepared for the job,
- Prove worthy of a job, in more than one, as
- Employers now look for Attitude and Aptitude along with regular qualifications.

**Duration:**

The duration of each module is 15 weeks. You can finish each module earlier or later, at your own pace, place and time.

**Study Material:**

You will be provided with a CD, and a Manual for each module. You will also be provided an ID card which has to be filled in.

**Mode of Study:**

These CD-based modules are self-instructional and there would be no need for a regular teacher. You may use your own computer systems or you can utilize the computer lab facilities at PGRRCDE, OU within its prescribed timings. You will need a computer with a floppy drive CD-ROM to go through the CD-based material.

**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, PGRRCDE, OU payable at Hyderabad. At the time of taking Degree Certificate ID Card should be submitted to the Examination Branch.

**V. CERTIFICATES TO BE OBTAINED FROM THE CENTRE****1) 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 or Application form can be downloaded from our website [www.oucde.ac.in](http://www.oucde.ac.in)

These certificates will be issued on remittance of Rs. 40/- for Transfer Certificate, Rs. 40/- for Bonafide Certificate and Rs. 100/- for Migration Certificate through a Demand Draft drawn in favour of the Director, PGRR Centre for Distance Education, OU payable at Hyderabad along with the Photostat 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"x5" size and pay Rs. 75/- towards Postal charges in addition to the prescribed fee for the certificates in the form of one DD in favour of Director, PGRRCDE, OU payable at Hyderabad.

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

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

Procedures for obtaining Provisional certificate of PG Courses (MA/ M.Com./M.Sc.) and P.G. Diploma Courses.

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

### **(2) Degree Certificate:**

Procedure for obtaining Degree Certificate of PG courses (M.A./ M.Com. / M.Sc.) and PG. Diploma Courses.

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

down loaded from our Website [www.oucde.ac.in](http://www.oucde.ac.in) ; or [www.osmania.ac.in](http://www.osmania.ac.in). Filled in application form along with two photographs, the Photo stat copies of Memorandum of Marks, Provisional Certificate of Qualifying examination, (i.e. MA / M.Com. / M.Sc. and UG (BA / B.Com.) as the case may be) DD for the amount as indicated in the form may be sent to the Controller of Exams, OU, Hyderabad - 7.

## **VII. ABOUT THE UNIVERSITY**

### **1. ORIGIN AND TRADITION OF THE UNIVERSITY**

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

The propitious moment, however, came a few months later on 26<sup>th</sup> April 1917 when a Firman was issued for the establishment of the

University. The Firman also detailed the 'Mission' and 'Objectives' of the University to be that:

- the ancient and modern, the oriental and occidental arts and sciences are synthesized in such a manner that the defects of the present system of education are rectified.
- the ancient as well as modern methods of physical, intellectual and spiritual education are to be fully 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.

## **2. VISION OF THE UNIVERSITY**

The Vision of the University is to generate and disseminate knowledge through a harmonious blend of ancient and modern wisdom, and to serve the society by developing in students heightened intellectual, cultural, ethical and humane sensitivities; to foster a scientific temper, and to promote professional and technological expertise. Central to this vision is a commitment to regional and national development in consonance with our culture, heritage and environment.

## **3. MISSION OF THE UNIVERSITY**

- To achieve excellence in teaching and research
- To generate, disseminate and preserve knowledge

- To meet the challenges of a complex, and modern society through informed social outreach
- To empower through knowledge and information
- To develop a responsible and productive citizenry
- To develop, enhance and improve the quality of human resources
- To cultivate resolute moral and ethical values
- To meet contemporary regional and national needs and anticipate future social and economic development
- To preserve and promote cultural heritage, humanistic and spiritual values.

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

Ever since the Osmania University established the Centre for Distance Education 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:**

- To provide a system of learner centred self-paced studies;
- To provide flexible, diversified and need based courses;
- To provide access to all, in order to realize 'Higher Education For All (HEFA); and
- To facilitate knowledge acquisition through out one's life and be an active member in a knowledge society.

At present the student support services at the Centre for Distance Education are essentially based on the supply of reading materials for home study by the learner, supported and supplemented by facilities, like study centres/ Authorised Learning Centres, 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, they also bridge 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.

## **IX. OUR PROGRAMMES**

The following courses are offered by the CDE:

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

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

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

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

### **3. Diploma Courses-**

PG Diploma in English Language Teaching

PG Diploma in Business Management

PG Diploma in Mathematics

PG Diploma in Bioinformatics

PG Diploma in Computer Applications

#### **4. PG Diploma in Town/Country Planning**

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

#### **X. INSTRUCTIONAL SERVICES**

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

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

##### **2) 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 with 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.

##### **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 library is only for Reference work. No book or Project report will be issued to the student.

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.

#### **XI. 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 PGRRRCDE.

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.

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**

**P.G. Courses**

**Prof. S. SATYANARAYANA**

M.Sc., Ph.D.

Vice - Chancellor

**Prof. K. PRATAP REDDY**

M.Sc., Ph.D.

Registrar

**Prof. H. VENKATESHWARLU**

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

Director

**Prof. B. APPA RAO**

M.Sc., Ph.D.

Joint Director

**Sri K. SEKHAR REDDY**

B.Com.

Dy. Registrar

**Dr. K. NIZAMUDDIN**

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

Asst. Registrar

### ALL COURSES EXAM DETAILS

S.No.	Course	Exam Fee	Exam Dates	Exam Fee	Exam Dates
		Annual		Supplementary	
1.	B.A/B.Com	December	March / April	August/ September	October/ November
2.	B.Sc.	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	IInd Semester March/April	IInd 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**