



PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

RECOGNISED BY THE DISTANCE EDUCATION BUREAU, UGC, NEW DELHI

OSMANIA UNIVERSITY

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

HYDERABAD - 500 007 TELANGANA STATE INDIA

PROSPECTUS FOR 2016-2017

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

Prof. S. RAMACHANDRAM

Vice - Chancellor
Osmania University

Prof. E. SURESH KUMAR

Registrar
Osmania University

Prof. H. VENKATESHWARLU

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

Director
PGRRCDE, O.U

Sri NASEERUDDIN AHMED

Asst. Registrar
PGRRCDE, O.U

ALL COURSES EXAM DETAILS

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

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CAUTION

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

DIRECTOR

Important Note

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

Visit www.oucde.net for the following

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

I. IMPORTANT INSTRUCTIONS

1. **Ragging in any form is stricity 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 from study material courses after the payment of fee at the counter by showing the receipt.
4. Please check the eligibility before obtaining the Remittance Coupon from the SBH OU Extension Counter. No refund of fee will be made once remitted.
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 : oucde.net, info_cde@osmania.ac.in
7. **You must preserve the following till you complete your study
Fee Receipts, ID card, Transfer Order, Equivalent certificate.**
8. Please note that Enrolment Number and Hall Ticket Number are the same.
9. All matters relating to examinations / results / marks / certificates will be dealt with only by the Controller of Examinations, Osmania University, Hyderabad - 7.

10. 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.

11. 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.
12. **B.A., B.Com candidates choose either English or Telugu as a medium of instruction.**
13. 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.
14. Late fee will be charged after the due date of payment of any fee.
15. Annual examinations normally will be held during March/April for UG Courses.
16. **Change in address and Cell No.** should be immediately communicated to the Centre.
17. For all legal matters the jurisdiction is restricted to Hyderabad City only.
18. Choice of course of study once made, will be final and will not be changed.
19. The students of the Centre in distance mode courses are **NOT ELIGIBLE FOR BUS PASS FACILITY.**

20. Candidates shall not be transferred from PGRRCDE to regular college.
21. State Bank of Hyderabad is in the premises of the Centre exclusively for the convenience of the students of PGRRCDE. The working hours of the Bank:

Monday to Saturday : 11.00 AM to 2.30 PM and
3.00 PM to 4.00 PM

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

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

The Director,

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

e-mail : info_cde@osmania.ac.in

website : <http://www.oucde.net>

23. **GENERAL INFORMATION:**

1) **Communication Facilities:**

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

Fax number : 040 - 27097687

- 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.net>**.

Candidates applying through downloaded application should pay Rs. 300/-in addition to the admission fee through a demand draft. 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)** UGC has granted recognition for 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.

Please see website every week

www.oucde.net for

all information regarding classes, fee, exams, admissions, assignments, practicals, time table etc.

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.Com. (Gen)

5. B.B.A.

A) Eligibility:

- ◆ **Admission to First year of B.A., B.A. (Maths & Statistics) / B.Com./ B.B.A. (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 Board of Intermediate Government of Telangana or Higher Secondary Certificate examination of the Government of Telangana (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 Telangana 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 Telangana should obtain equivalent certificate from Board of Intermediate Govt. of T.S., Hyderabad, to the effect that they are eligible for admission in to the University courses.

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 PGRRCDE in case of any difference paper it should be cleared from PGRRCDE.
- ◆ Students of Osmania University with a back-log of subjects in one or two or even all the papers (i.e., both promoted and failed students) in the first year or second year stage, will also be admitted directly to the second or third year of study, as the case may be. The back-log papers should be cleared from the PGRRCDE in the Supplementary or the following Annual Examination.

IMPORTANT INSTRUCTIONS FOR STUDENT ON TRANSFERRED TO PGRRCDE

The transferred students of Affiliated colleges of O.U. or other Universities seeking admission into BA., B.Com. BBA II & III year should compulsorily have to pass (1) Indian Heritage & Culture Fundamentals of Human Values and Professional Ethics in 1st year (2) Environmental Studies in second 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 Five the papers mentioned in the orders issued by Dy. Registrar Head.

- ◆ 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. 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

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	CBIC Fee per annum	Rs. 500/-

Admission Fee

S.No.	Particulars	Admission Fee	Tuition Fee	
			IIInd Year	IIIrd 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.B.A	Rs. 6,000/-	Rs. 6,000/-	Rs. 6,000/-

For Payment of Fee for Second/Final Year

Last date without late fee ----- 20th 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

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 Ist 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 Urdu / Arabic as Second Language can register for Distance Education courses, provided he/she makes his/her own arrangements for self-study. For granting this permission a candidate will have to pay an additional amount of Rs.300/- towards exemption fee. There will be no deduction in tuition fee payable.

(i) B.A.

Part -I

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

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).

Final Year Students of Psychology will have Practicals to appear for Lab work in compulsory.

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

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

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

(iv) B.Com. (Gen)

Part - I

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

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.
		Adv. Mgt. Accounting
		Corporate Accounting

(v) B.Com. (Computers)

Part - I

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

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
		Corporate Accounting
		Advanced Management Accounting

(vi) B.B.A

Bachelor of Business Administration (BBA)

Part - I

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

Part - II

BBA I Year

Paper	Name of Title	University Exam marks	Internal Assignment marks	Max. Marks	Duration
Paper I	Principles of Managmenet	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	Leadership Financial Services/ Management / Sales Advertising Management	70	30	100	3 Hrs.
Paper VII Elective-II	Investment Management/ Change Change Management /CRM	70	30	100	3 Hrs.
Paper VIII	Science & Civilization (50 Marks) Home Assignment				

Every student of B.A./ B.Com/ B.B.A has to write and submit Assignment for each paper compulsorily. Each assignment carries 20 marks, (70 + 30 for BBA students). University Examinations will be held for 80 marks. The concerned faculty evaluates the Assignment scripts. The marks awarded will be forwarded to the Controller of Examination, OU for inclusion in the University Examination marks. If you fail to submit Internal Assignments before the stipulated date, the internal marks will not be added to University examination marks under any circumstances. The assignment marks will not be accepted after the stipulated date,

Students have to pay Rs.300/- for B.A./ B.Com and (Rs.500 for BBA) towards Internal Assignment marks through DD (in favour of the Director, PGRRCCDE, OU) and submit the same along with assignment at the concerned counter on or before stipulated date and obtain receipt.

ASSIGNMENT WITHOUT THE DD WILL NOT BE ACCEPTED

Guidelines

Assignments on Printed / Photocopy / Typed papers will not be accepted and will not be valued at any cost. Only hand written Assignments will be accepted and valued.

Methodology for writing the Assignments:

1. First read the subject matter in the course material that is supplied to you.
2. If possible read the subject matter in the books suggested for further reading.
3. You are welcome to use the PGRRCDE Library on all working days including Sunday for collecting information on the topic of your assignments. (10.30 am to 5.00 pm).
4. Give a final reading to the answer you have written and see whether you can delete unimportant or repetitive words.
5. The cover page of the each theory assignments must have information as given in FORMAT below.

FORMAT

1. NAME OF THE STUDENT :
2. ENROLLMENT NUMBER :
3. BA / B.Com. / B.Sc./ BBA :
4. NAME OF THE PAPER & CODE :
5. DATE OF SUBMISSION :
6. BANK & DD NO. :
7. Write the above said details clearly on every subject assignments paper, otherwise your paper will not be valued.
8. Tag all the assignments paper wise and submit assignment number wise.
9. Submit the assignments on or before the stipulated date at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

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

FIRST YEAR

Part - I	U.E Marks	I.A Marks	Max Marks	Duration
English	80	20	100	3 Hrs
Second Lanauage	80	20	100	3 Hrs
I.H.C.	50 Marks (Home assinnment)			
Fundamentals of Human Valuess and Professional Ethics	-----			
Part-II				
Optional-I Paper - 1	80	20	100	3 Hrs
Optional-II Paper-1	80	20	100	3 Hrs
Optional-III Paper-1	80	20	100	3 Hrs

SECOND YEAR

Part - I				
English	80	20	100	3 Hrs
Second Language	80	20	100	3 Hrs
Environmental Studies			100 (Home assignment)	
Part - II				
Optional-I Paper - 2	80	20	100	3 Hrs
Optional-II Paper - 2	80	20	100	3 Hrs
Optional-III Paper-2	80	20	100	3 Hrs

FINAL YEAR

Part - II				
Optional- I :Paper - 3	80	20	100	3 Hrs
Optional- I :Paper - 4	80	20	100	3 Hrs
Optional - II : Paper - 3	80	20	100	3 Hrs
Optional - II : Paper - 4	80	20	100	3 Hrs
Optional - III : Paper - 3	80	20	100	3 Hrs
Optional-III :Paper-4	80	20	100	3 Hrs
Science & Civilization	50 Marks (Home Assignment)			

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

FIRST YEAR				
Part - I	U.E Marks	I.A Marks	Max Marks	Duration
English	80	20	100	3 Hrs
Second Lanauage	80	20	100	3 Hrs
I.H.C.	50 Marks (Home assinnment)			
Fundamentals of Human Valuess and Ethics	-----			
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	U.E	I.A	Max	Duration
English	80	20	100	3 Hrs
Second Language	80	20	100	3 Hrs
Environmental Studies			100 (Home assignment)	
Part - II				
B.A (Maths and Statistics)				
Mathematics	120	30	150	3 Hrs
Applied Mathematics	120	30	150	3 Hrs
Statistics	120	30	150	3 Hrs
Statistics Practical	50 Marks			3 Hrs

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

FIRST YEAR				
Part - I	U.E Marks	I.A Marks	Max Marks	Duration
English	80	20	100	3 Hrs
Second Lanauage	80	20	100	3 Hrs
I.H.C.(Indian Heritage & Culture)	50 Marks (Home assignment)		3 Hrs	
Fundamentals of Human Valuess and Ethics -----				
Part - II				
Optional-I : Paper - 1 General Psychology	75			3 Hrs
Optional - II : Paper - 1	100			3 Hrs
Opitlanl - III : Paper - 1	100			3 Hrs

SECOND YEAR				
Part - I	U.E Marks	I.A Marks	Max Marks	Duration
English	80	20	100	3 Hrs
Second Lanauage	80	20	100	3 Hrs
Environmentmental studies			100	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
Paractical - 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 Paractical - 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 Paractical - 3	100 Marks 50 Marks	3 Hrs 2 Hrs
Optional - I : Paper - 4 Regional Geography of India Paractical - 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)	

x) Rules for Improvement : (B.A., B.Com and BBA)

a) Improvement during the study of the course.

A candidate who has passed in all the papers of I/II year completely can improve his/her performance in one or more papers of I/II year in the immediate next examination with provision to retain the better of the two results. A candidate after passing the III year examination completely can improve his performance by appearing for all the papers of III year in the immediate next examination and better of the two results can be retained.

b) Improvement rules after completing the course:

All such candidates who could not avail the improvement chances during the course of study as per the above rules, can avail the

improvement chance after completion of the course as per the following procedure:-

- i) A candidate who has passed in the papers of Part-I examination shall be permitted to appear and pass all the subjects / papers of Part-I after passing the degree course completely.
- ii) A candidate who has completely passed the degree course shall be permitted to improve the performance in Part-II by appearing for the papers of I year or II year or III year or all the papers of three years.
- iii) A candidate is permitted to appear twice for improvement during the period of three years from the date of completion of his / her degree.
- iv) The better of the two marks in aggregate secured by the candidates shall be taken for the purpose of improvement.

Note: These rules for improvement may change from time to time.

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 PGRRCDE. will be assigned an Enrolment Number which will hold good during the entire period of the course. In all communications the student must invariably mention this enrolment number in full. Correspondence without enrolment number will cause delays and difficulties both to the Centre and the student and at times the Centre may not be in a position to respond. The Enrolment Number will also be used in the examination as Hall Ticket number.

Every candidate admitted at the centre will also be supplied with an Identity Card by the Centre with the enrolment number. 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. 50/- through a Demand draft in favour of the Director, PGRRCDE, 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

- a) Demand Draft in favour of the Director, PGRR Centre for Distance Education, O.U. All the demand drafts should be taken from any Nationalised Bank only.
- b) Three 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 Xerox 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.60/- 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 PGRRCDE, OU

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.60/- postal stamps. Application form can be down loaded from our website www.oucde.net

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. 60/- 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 B.A / B.Com and BBA.,

(ii) Degree Certificate:

Procedure for obtaining Degree Certificate of 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.20/- 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.net ; **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 (PGRRCDE)

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.

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

XI. 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.

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.

Candidates are advised to be in touch with the PGRR Centre for Distance Education, Osmania University visit website www.oucde.ac.in for more details about the

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

COURSES OFFERED
Admissions Start from 15th July, 2015 onwards

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

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

List of District Admission Centres of PGRR CDE, OU

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