

**SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY): TIRUPATI – 517 502**

Estd.by Govt. of A.P u/s 2(f) and 12(B) of the UGC Act, 1956
NAAC Accredited with 'A' Grade



DIRECTORATE OF DISTANCE EDUCATION
Recognised by Distance Education Bureau, UGC

COMMON PROSPECTUS

For PG, PG Diploma & Diploma Programmes

2018-19

Website: www.spmvv.ac.in

E-mail: dec.spmvv@gmail.com

Ph: 0877 – 2284524, 2284603, 2284604, Fax: 0877 - 2284602

Message from Vice-Chancellor

I am very happy to release the Prospectus of the Directorate of Distance Education (DDE) of Sri Padmavati Mahila Visvavidyalayam, for various Post-graduate Degree, Post-graduate Diploma and Diploma programmes. This University is established by Government of Andhra Pradesh as State level



University, recognized by UGC under the act of 1956 and the programmes of DDE is recognised by the Distance Education Bureau (DEB), UGC, New Delhi. The DDE recognizes the importance of sustainable and affordable high quality programmes which cater to the life – long educational needs of woman across ages. The DDE is committed to quality education, teaching and capacity building through its ODL programmes. The self-learning study materials help the learners to prepare easily for the examinations. These efforts are supported by personal contacts with experts in the subjects so that the academic problems of the learners are easily solved. The Common Prospectus will give the comprehensive information about the opportunities. All these programmes focus on the capacity building of women by aiming at improving their livelihood.

I wish you all success.

Prof. V.DurgaBhavani
Vice-Chancellor

Message from Rector

It gives me immense pleasure to state that Sri PadmavatiMahilaVisvavidyalayam, Tirupati made an educational march towards the development of higher education for women by establishing Directorate of Distance Education right from 2000. It focuses on meeting the higher educational aspirations of the unreached and working towards the professional growth and skill development of the women in the states of Andhra Pradesh and Telangana. Directorate of Distance Education at SPMVV makes no compromise with quality in education which is perpetuated at par with the regular mode through its quality learner support services that are shielded with need based counselling services, supply of quality self-learning materials etc. Proximity with quality educational services are fortified through various study centers/Learners centers. The prospectus provides an overview of the different programmes of Directorate of Distance Education and the list of learner support centres (study centres).



I am sure, all the registered learners will be successful in updating their qualifications and acquiring knowledge and skills in the programme chosen, by becoming a part of the Directorate of Distance Education.

My best wishes to the Director and her dedicated team while they enter into a fresh academic year with more vigour and of commitment.

**Prof.V.Uma
Rector**

Registrar's Message

I welcome each one of you to Sri Padmavati Mahila Visvavidyalayam where there is a convergence of latest technology, innovative pedagogy and quality education to make education a unique learning process. We believe that learning is to be pursued not only for earning but also as a passion for learning and drawing of knowledge. Distance learning offers great flexibility. Learners can work their way through the course materials at their own pace and study any where at any time.



SPMVV has several study centers/Learner support Centers, including the Nodal Centre in Tirupati. You will find a wide range of resources, space for individual and group study, laboratories, and learning facilities. I wish you all success in your endeavours!

**Prof. D.M.Mamatha
Registrar**

A word from the Director

Greetings from the Directorate of Distance Education (DDE). Education being a continuous process has been receiving much attention from all sections of society as a consequence of which Open Distance Learning (ODL) has become the choicest mode for many. The main objective of the DDE is to reach the unreached. DDE is committed to offer need-based programmes for women focusing on quality and to enhance employability.

This prospectus gives an overview of the different programmes being offered by the DDE. You are advised to go through the contents carefully before filling admission application form. Clarifications if any required can be obtained from the DDE office, SPMVV on all working days either on phone or visiting personally. I am sure you will enjoy being a part of DDE, SPMVV.

Wishing you all success.

Prof. M. Nirmala Jyothi
Director

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COMMON PROSPECTUS

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Sri PadmavatiMahilaVisvavidyalayam

1. A brief profile

Sri PadmavatiMahilaVisvavidyalayam (University for Women) was established in the year 1983 by Sri N.T.RamaRao, the Hon'ble Chief Minister of Andhra Pradesh, with the fervent desire to train women learners as better builders of the Nation and to inculcate skills of leadership in all aspects of life. The University was established under the Sri PadmavatiMahilaVisvavidyalayam Act of 1983, with a vision of "Emancipation of women through acquisition of knowledge". The University has grown into an institution of academic excellence and has made valuable contribution to the women in the main stream of development. This year the University is offering 60 programmes at the post-graduate and undergraduate level with an excellent component of research.

The campus of Sri PadmavatiMahilaVisvavidyalayam is spread out in a lush green area of 138.43 acres. The University is situated at a distance of 3 kms from the railway and bus stations of Tirupati. The campus has the necessary buildings to run its academic programmes and administrative machinery. There are separate buildings for Humanities and Sciences, Administrative building, Central Library, Auditorium, Sericulture Complex, School of Pharmaceutical Sciences, School of Engineering & technology Business Management and an independent building for Computer Science, Computer Centre and Directorate of Distance Education. The campus is also having 9 hostel buildings and the sophisticated guest house.

2. Profile of Directorate of Distance Education(DDE)

Sri PadmavatiMahilaVisvavidyalayam being the only Women's' University in the Andhra Pradesh state realizes the significance of the need and intends to offer Higher Education Programmes in Distance mode exclusively for women covering the entire state with encherished vision and mission.

Vision:

To empower women as major partners in socio-economic-political and cultural developments of the society with value system through higher education and making them self – reliant.

Mission:

- i) To equip women with necessary knowledge, skills and work ethics coupled with values to develop professionally with high self-esteem and dignity.

ii) To enable women to enhance their skill development through higher education for gainful occupation.

3.OVERVIEW OF THE PROGRAMMES

The Directorate of Distance Education offers the following programmes of Study for **women learners**.

| S. No. | Name of the Programme | Duration | Eligibility for Admission | Course fee | | Medium of Instruction |
|--------------------------------|--|----------|--|------------|-------|-----------------------|
| Postgraduate Programmes | | | | | | |
| 1. | Master of Science (Mathematics) | 2 years | B.A./B.Sc. with Mathematics | I year | 4,000 | English |
| | | | | II year | 4,000 | |
| 2. | Master of Science (Zoology) | 2 years | B.Sc With Zoology as one of the Subjects in Part-II and 50% Marks in Zoology and 50% of marks on aggregate | I year | 9,500 | English |
| | | | | II year | 9,500 | |
| 3. | Master of Commerce. | 2 years | Bachelor's Degree in Commerce/ B.Com Computer Applications/ B.A.& B.Sc. graduates with any one of the Commerce subject | I year | 5,000 | English |
| | | | | II year | 5,000 | |
| 4. | Master of Arts (Communication and Journalism) | 2 years | Any graduate with 45% on the aggregate | I year | 5,000 | English |
| | | | | II year | 5,000 | |
| 5. | Master of Arts (Economics) | 2 years | B.A. with 45% and B.Sc. with 50% in groups. They should have studied at least one of the following subjects in their UG course: Economics, Mathematics, Statistics, Accountancy, Computer Science. B. Com/BBA with 45% of the aggregate in groups. B. Tech (Any Branch) with 60% marks on the aggregate. | I year | 5,000 | English |
| | | | | II year | 5,000 | |
| 6 | Master of Arts (English) | 2 years | Any graduate of a recognized University | I year | 4,000 | English |
| | | | | II year | 4,000 | |
| 7. | Master of Arts (Music) | 2 years | Bachelor's Degree in Music/ Bachelor's Degree with Diploma in Music/Certificate Course in Music or 'B' Grade in classical Karnatik or any degree with 5 years learning experience in Music from eminent personalities | I year | 9,000 | English |
| | | | | II year | 9,000 | |
| 8. | Master of Arts (Telugu Language, Literature & Translation) | 2 years | Any Graduate Degree from a recognized University with Telugu | I year | 4,000 | Telugu |
| | | | | II year | 4,000 | |
| 9. | Master of Arts (Women's Studies) | 2 years | Any graduate of a recognized University | I year | 4,000 | English |
| | | | | II year | 4,000 | |

| P.G. Diploma Programmes | | | | | | |
|--------------------------------|--|----------|---|----------|-------|---------|
| 10. | P.G. Diploma in Family and Health Counselling | 1 year | Any graduate of a recognized University | One year | 3,000 | English |
| 11. | P.G. Diploma in Pre-School Education | 1 year | Any graduate of a recognized University with 45% marks in group | One year | 3,000 | English |
| 12. | P.G. Diploma in Public Relations | 1 year | Graduates and Post Graduates in any discipline from any recognized University | One year | 3,000 | English |
| Diploma Programmes | | | | | | |
| 13 | Music (Sankeerthana, Varnam and Annamaiah Antharangam) | 6 months | SSC with fundamental knowledge in Music | 6 months | 3,000 | English |

4. POSTGRADUATE PROGRAMMES

4.1 Master of Science (Mathematics)

Mathematics forms the logical foothold for all the sciences, which provides an applied angle to the overall comprehension of Mathematics. The learners have bright opportunities to find employment.

Programmeme Structure

| 1st Year | | 2nd Year | |
|----------------------------|------------------------|------------------------------|---|
| Code | Title | Code | Title |
| M.ScMD1.01 | Algebra | M.ScMD2.01 | Complex Analysis |
| M.ScMD1.02 | Real Analysis | M.ScMD2.02 | Functional Analysis |
| M.ScMD1.03 | Differential Equations | M.ScMD2.03 | Mathematical Methods |
| M.ScMD1.04 | Linear Programming | M.ScMD2.04 | Numerical Analysis |
| M.ScMD1.05 | Topology | Optional Paper M.ScMD2.05 | Fluid Mechanics (or) Graph Theory |

4.2 Master of Science (Zoology)

Zoology as a basic science becomes the foundation for most of the modern subjects dealing with animal life. Irrespective of the opportunities that the currently popular programmes in life sciences offer, zoology continues to enjoy its own rightful status.

Learners passing M.Sc. programme in Zoology have a broad spectrum of job opportunities. Besides, as one of the subjects offered for the civil services and other competitive examinations, this traditional subject holds out promise for diverse careers, such as Scientist, Research Associates, Technical Experts in the field of Bio-technology, Forestry wild life management, medical field etc.

Programme Structure

| <i>1st Year</i> | | <i>2nd Year</i> | |
|----------------------------|---|----------------------------|--|
| Code | Title | Code | Title |
| M.ScZD1.01 | Invertebrata, Biosystematics, Biodiversity | M.ScZD2.01 | Genetics and Evolution |
| M.ScZD1.02 | Chordata and Wild Life | M.ScZD2.02 | Developmental Biology and Endocrinology |
| M.ScZD1.03 | Environmental Biology and Animal Behaviour | M.ScZD2.03 | Cell and Molecular Biology and Biotechnology |
| M.ScZD1.04 | Animal Physiology and Biomolecules | M.ScZD2.04 | Pathobiology and Immunology |
| M.ScZD1.05 (Practicals) | Invertebrata&Chordata | M.ScZD2.05 (Practicals) | Genetics, Developmental biology, Endocrinology |
| M.ScZD1.06 (Practicals) | Environmental Biology and Animal Physiology | M.ScZD2.06 (Practicals) | Cell Biology, Pathobiology and Immunology |

4.3 Master of Commerce

The M.Com Course offers an opportunity for graduates to acquire theoretical as well as practical inputs in commerce. A Master's graduate in commerce has the advantage of entering a career either in academics, research or, alternatively, in other professional areas of commerce and finance such as taxation, consultancy and financial services.

On the successful completion of the M.Com course students will acquire strong subject-matter expertise in finance, financial instruments and markets. They will also develop advanced theoretical knowledge and research capabilities in their preparation for academic and research focused careers.

Programme Structure

| <i>1st Year</i> | | <i>2nd Year</i> | |
|----------------------------|--|----------------------------|---------------------------------------|
| Code | Title | Code | Title |
| M.Com1.01 | Management and Organizational Behavior | M.Com2.01 | Personality Development & soft skills |
| M.Com1.02 | Business Environment and Government Policy | M.Com2.02 | Accounting Standards |
| M.Com1.03 | Managerial Economics | M.Com2.03 | Accounting for Managerial Decision |
| M.Com1.04 | Corporate Financial Accounting | M.Com2.04 | E-Commerce |
| M.Com1.05 | Quantitative Techniques for Business Decisions | M.Com2.05 | Corporate Tax Planning and Management |
| M.Com1.06 | Marketing Management | M.Com2.06 | Financial Markets & Institutions, |
| M.Com1.07 | Financial Management | M.Com2.07 | Financial Services |

| | | | |
|-----------|-------------------------------------|-----------|---|
| M.Com1.08 | Taxation | M.Com2.08 | Security Analysis And Portfolio Management |
| M.Com1.09 | Human Resource Management | M.Com2.09 | International Financial Management |
| M.Com1.10 | Computer Application in Business | M.Com2.10 | Project Report & Viva Voce |

4.4 Master of Arts (Communication & Journalism)

The Masters course in Communication and Journalism will enable women learners to contribute to intelligent thinking among people and helping them, by providing information, to make useful and valuable choices in matters of social, political, environmental and developmental importance. Since the course is for women students, it will bring visibility to women's voices on various issues and help reflect the opinions of women in matters of national importance. The course endeavors to bring more women into the field of media and communication, thereby enabling the decision making process in various fields, and at various levels to be more inclusive. This fulfills one of the primary goals of the institution that progressively works towards including women in all the social, political and economic spheres of the society.

Programme Structure

| <i>1st Year</i> | | <i>2nd Year</i> | |
|----------------------------|-------------------------------------|----------------------------|-----------------------------------|
| Code | Title | Code | Title |
| MCJD1.01 | History of Journalism | MCJD2.01 | Cultural Communication |
| MCJD1.02 | Reporting and feature journalism | MCJD2.02 | Development Communication |
| MCJD1.03 | Communication Theory | MCJD2.03 | Environmental Communication |
| MCJD1.04 | Advertising | MCJD2.04 | Television and Film Production |
| MCJD1.05 | Radio Journalism | MCJD2.05 | International Communication |
| MCJD1.06 | Media Laws | MCJD2.06 | Research Methodology |
| MCJD1.07 | Editing and Print Media | MCJD2.07 | Project Report Viva-voce |
| MCJD1.08 | Media Management | | |

4.5 Master of Arts (Economics)

The target group of learners for M.A. (Economics) under Distance mode programme is those who hold a UG Degree and must have studied at least one Economics subject. Being a women's university, an opportunity should be provided for the women who could not attend for the regular program and to empower women generally and more specifically increase their visibility in higher learning, teaching, research and management and entrepreneurship by enhancing their academic strengths, knowledge, skills and achieve good results in the competitions.

Programme Structure

| <i>1st Year</i> | | <i>2nd Year</i> | |
|----------------------------|-----------------------------------|----------------------------|---------------------------------------|
| Code | Title | Code | Title |
| MAED1.01 | Micro Economics | MAED2.01 | Economics of Development and Planning |
| MAED1.02 | Macro Economics | MAED2.02 | Indian Economy |
| MAED1.03 | Public Economics | MAED2.03 | International Economics |
| MAED1.04 | Evolution of Economic Doctrines | MAED2.04 | Economics of Environment |
| MAED1.05 | Economics and Business Statistics | MAED2.05 | Industrial Economics |
| MAED1.06 | Economics of Human Development | MAED2.06 | Labour Economics |

4.6 Master Of Arts (English)

English continues to be the worldwide link – language. Success in any profession in the modern world is considerably influenced by proficiency in English language and expression. The course offered by the DDE trains the learners to develop this proficiency, and imbibes in them the appreciation of the wealth of literature in this language.

The programme enables the learners to take up professions like teaching in Schools, Colleges, Universities, and Spoken English Institutes to set up own schools, Customer relation executives and Air Hostess to take up positions in Tourism Department, I.T & Management and to pursue higher studies abroad.

ProgrammeStructure

| <i>1st Year</i> | | <i>2nd Year</i> | |
|----------------------------|---|----------------------------|--|
| Code | Title | Code | Title |
| MAEGD1.01 | Structure of Modern English | MAEGD2.01 | American Literature |
| MAEGD1.02 | Sixteenth Century Literature | MAEGD2.02 | Indian writing in English & English Translation |
| MAEGD1.03 | Seventeenth and Eighteenth century Literature | MAEGD2.03 | Common wealth Literature |
| MAEGD1.04 | Nineteenth century literature | MAEGD2.04 | Contemporary Women's Writing |
| MAEGD1.05 | Twentieth century literature | MAEGD2.05 | Literary Criticism – History and Twentieth Century criticism |

4.7 Master of Arts (Music)

Music, one of the most popular fine arts, has the potential to facilitate earning ones livelihood, besides giving immense aesthetic pleasure both to the performer and the listener. DDE offers programmes, which train the learners as well-formed musicians, eligible to take up positions like teaching in Schools, Colleges and Universities, opportunities in All India Radio, Doordarshan, Concert

performances/Research activities and also setting up own music and dance schools.

Programme Structure

| <i>1st Year</i> | | <i>2nd Year</i> | |
|----------------------------|--------------------------------------|----------------------------|---------------------------------------|
| Code | Title | Code | Title |
| MAMUD1.01 | History of Indian Music – I | MAMUD2.01 | History of Indian Music – II |
| MAMUD1.02 | Musicology – I | MAMUD2.02 | Musicology – II |
| MAMUD1.03 | Abhyasagana (practicals) | MAMUD2.03 | Special Compositions (practicals) |
| MAMUD1.04 | Group Kritis(practicals) | MAMUD2.04 | ManodharmaSangeetha – II (practicals) |
| MAMUD1.05 | ManodharmaSangeetha – I (practicals) | MAMUD2.05 | Ragam – Tanam – Pallavi (practicals) |

4.8 Master Of Arts (Telugu)

The objective of the programme is to enable the learners to understand and appreciate the basis of evolution and growth of Telugu Language and Literature, to inculcate the literary taste and to create awareness of literary forms and trends.

The learners trained in the programme will have job opportunities as Telugu teachers in schools and colleges, translators in government and non-government offices, sub-editors, reporters in newspapers and also as freelance translators and journalists.

Programme Structure

| <i>1st Year</i> | | <i>2nd Year</i> | |
|----------------------------|--|----------------------------|--|
| Code | Title | Code | Title |
| MATLD1.01 | BashaSastraNirmanaPari chayam | MATLD2.01 | Telugu BashaCharitra |
| MATLD1.02 | Telugu Vyakaranam – Chandassu – Alankaram | MATLD2.02 | Telugu Journalism |
| MATLD1.03 | PadyaBhagam – GadyaBhagam – Natakam | MATLD2.03 | Telugu SahityaVimarsa |
| MATLD1.04 | Telugu SahityaCharitra | MATLD2.04 | Samskrutam : NirdistaPatyamsalu – SamskrutaSahityaCharitra – Vyakaranam |
| MATLD1.05 | AnuvadaSiddhantam, Paddatulu | MATLD2.05 | Telugu Bhashabhivrudhi - Aadhunikarana |

4.9 Master of Arts (Women's Studies)

This programme is recognised as important determinants for the Psychological, Social and Economic development of Women. This programme also helps to improve access to jobs in public as well as private sector and provides opportunity to research in these

areas. The learners will have the opportunities as co-ordinators in the projects like Velugu, Indira Kranthi Pathakam, ICDS and as Gender Consultants in MNC'S, International Projects, District poverty Initiative Programme, DWACRA, Women and Child Welfare dept., NGO Sector, Tribal Welfare Department, Vanasamrakshana Samithi, SHG Programmes.

Programme Structure

| <i>1st Year</i> | | <i>2nd Year</i> | |
|----------------------------|---|----------------------------|--|
| Code | Title | Code | Title |
| MAWSD1.01 | Women's Movements and feminist theories | MAWSD2.01 | Nutrition and health education for women |
| MAWSD1.02 | Women and society | MAWSD2.02 | Women and environment |
| MAWSD1.03 | Research methodology | MAWSD2.03 | Women technology and Entrepreneurship |
| MAWSD1.04 | Policies and programmes for women's development | MAWSD2.04 | Women and education |
| MAWSD1.05 | Women and legal rights | MAWSD2.05 | Dissertation |

5. POSTGRADUTE DIPLOMA PROGRAMMES

5.1 P.G. Diploma In Family And Health Counselling

P.G. Diploma programme in Family & Health Counseling aims at providing to the learners the theoretical base and equips them with essential skills at advanced stage to discharge the necessary functions of counseling in human service professions. There are ample career opportunities in both government and non-government organizations. Social welfare, Social development, Social empowerment, Industrial sector, disaster management HIV/AIDS, Health, World Bank programmers. Help line projects, Central Social Welfare Boards.

Programmeme Structure

| Code | Title |
|-------------|---|
| PGFHD1.01 | Counselling Principles and Practice |
| PGFHD 1.02 | Counselling as a Profession |
| PGFHD 1.03 | Family centered Counselling |
| PGFHD 1.04 | Health Counselling |
| PGFHD1.05 | (a) Field work (b) Case records (c) Viva-voce |

5.2 P.G. Diploma In Pre-School Education

Career opportunities for learners passing out the course includes teachers, researchers, personnel at different levels of Integrated Child Development Service Schemes (ICDS), early childhood care and educational programmes, voluntary

organizations, institutions for disabled children, counseling and guidance centres, and women and child development programmes.

Programme Structure

| Code | Title |
|-------------|--|
| PDSED1.01 | Growth & Development of Pre-school Education |
| PDSED1.02 | Health, Nutrition & Welfare of the Pre-school Children |
| PDSED1.03 | Methods & Materials of Pre-school Education |
| PDSED1.04 | Planning & Organizing Pre-schools |
| PDSED1.05 | Project work |
| PDSED1.06 | Practice Teaching |

5.3 P.G. Diploma In Public Relations

The course offers potential to fine employment in a range of careers in public relations, corporate communication, tourism agencies, development organizations, NGO's and MNCs, specializing in communication programmes as public relations officers, communication experts, presenters, script writers, programme directors and media entrepreneurs.

Programme Structure

| Code | Title |
|-------------|--|
| PGDPRD1.01 | Communication & Public Relations |
| PGDPRD 1.02 | Computer applications for mass media |
| PGDPRD1.03 | Writing for Media editing & Production of Corporate Publications |
| PGDPRD1.04 | Public Relations Practice & Evaluation |
| PGDPRD1.05 | Organizational Communication |
| PGDPRD1.06 | Public Relations media and Advertising |
| PGDPRD1.07 | Project report |

6. DIPLOMA PROGRAMMES

Diploma In Music

Music, one of the most popular fine arts, has the potential to facilitate earning ones livelihood, besides giving immense aesthetic pleasure both to the performer and the listener.

Specialization 1 : Sankeertana.
2 : Varnam
3 : AnnamayyaAntarangam

Programme Structure

Specialization 1 : Sankeertana.

| Code | Title |
|------------------------|--|
| DMUSD1.01 Theory | Life History/Contribution of the composers learnt in practical |
| DMUSD1.02 Practical | 10 Compositions from any of the following: |
| | 1. ThyagarajaDivyanamam/UtsavaSampradayam |
| | 2. Syamasastry |
| | 3. MuthuswamyDikshitar |
| | 4. PatnamSubrahmanya Iyar |
| | 5. SwathiTirunal |
| | 6. Mysore Vasudevachar |
| | 7. MuthaiahBhagavatar |
| | 8. Ramadasu |
| | 9. SadasivaBrahmendra |
| | 10. TumuNarasimhaDasu |
| | 11. Narayanateertha |
| | 12. Jayadeva |
| | 13. Purandaradasa |
| | 14. Kshetrappa |
| 15. Annamayya | |

Specialization 2 : Varnam

| Code | Title |
|------------------------|--|
| DMUVD1.01 Theory | Technical Terms, Lakshanas of Geeta and Varna, Life History contribution of PaidalaGurumurthySastry, Purandaradasa, Tala Scheme. |
| DMUVD1.02 Practical | Varnas, Teach Varnas with Good Gamaka&Anuswara. |

Specialization 3 : AnnamayyaAntarangam

| Code | Title |
|-------------------------|---|
| DMUAAD1.01. Theory | Technical Terms, Lakshanas of Geeta and Varna, Life History contribution of PaidalaGurumurthySastry, Purandaradasa, Annamayya, Tala Scheme. |
| DMUAAD1.02 Practical | 10 Compositions from any of the following category. |
| | Folklore |
| | Vedanta |
| | Sanskrit |
| | Krishna |
| | Rama |
| | Alamelumanga |
| | Nrisimha |
| | KalyanaSankeerthanam |
| | Srungara |
| | Sanghika |
| | Lali |
| | Jola |
| | Mangalam |
| Melukolupu | |

7. Important Instructions

7.1. Admissions

7.2 Course of Study

At the end of the first year, the learner has to appear for the 1st year examination. At the end of the second year, the learner has to appear for the 2nd year examination.

7.3 Admission Procedure

Eligible learners will be given provisional admission based on the attested xerox copies of the certificates enclosed with the application. All learners must produce their original certificates for verification either personally at the DDE, SPMVV or through their study centres. DDE will give Provisional admission based on Provisional certificate but for receiving original PG Degree, after the completion of PG programmes, learner must produce the relevant bachelor's degree for verification.

- i) After enrolment, every learner will be allotted a registration number, which she should invariably mention in all her correspondence with the DDE. Correspondence without registration number will not receive attention.
- ii) The learner will be admitted into the DDE on the assumption that the entries in the admission application are correct and the learner has to fulfill all the requirements as mentioned in the application.
- iii) The original certificates of the learners submitted along with the admission application form will be verified and returned.
- iv) The University reserves the right to change the rules relating to admissions, regulations, examinations, etc., from time to time. However, any rule as amended, shall come into force with immediate effect and applicable to all the learners irrespective of the year of registration.
- v) If adequate number of learners are not enrolled, the University reserves the right to withdraw the course.
- vi) If adequate number of learners are not enrolled in any particular study centre, they will be allotted to other study centres where the course is offered.
- vii) Learners are advised to consult the study centre before applying for any course regarding the availability of that course in that study centre.
- viii) In order to help the learners, spot admissions are being introduced by DDE. Admission will be given on the spot at notified study centres by verifying original certificates on submission of filled in application form with enclosures and requisite fee in the form of DD/challan.

7.4 Fee Particulars: Refer overview of the Programmessee

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7.5 Mode of Payment of Fee

- i) Online payments through any branch of Andhra Bank: Learners can directly pay all types of fee to DDE to its account in **Andhra Bank named DDE Fee Collection Andhra Bank Account No.174910100005640** through any branch of Andhra Bank with a bank charge of Rs.50/-. The model form for making payments through Andhra Bank is given at the end of this book. Learners can take Xerox Copies and use it. Learners are advised to keep a Xerox copy of the counter foil issued by the bank for future purpose.
- ii) All remittances to the DDE can also be made through a Crossed Demand Draft drawn in favour of **“The Registrar, Sri PadmavatiMahilaVisvavidyalayam, Tirupati”** payable at Andhra Bank at SPMVV, Tirupati
- iii) Postal orders/MOs or any other mode of payment will not be accepted. The DDE will not be held responsible for such payments.
- iv) On the back of the Demand Draft/Challan, name, father’s name, name of the programme, enrolment number, purpose of payment shall be written by the learner:
- v) **Fee once paid** by the learner will neither be refunded nor adjusted to other learners or other programmes or other batches.
- vi) There are **no fee concessions** to any category of learners.

7.6 Identity card

The Identity card issued to the learner is meant for the purpose of identification during the period of study in the Distance Education. If the identity card is lost, duplicate identity card will be issued on payment of Rs.50/-.

7.7 STUDY MATERIAL:

- i) Material will be issued at DDE office to the admitted candidates.
- ii) Material will be issued to the admitted candidates through the study centres. It is the responsibility of the learner to collect the material from the study centre.
- iii) The course material is designed in such a manner that it will provide the learners a general understanding of the subject matter and also gives guidance for further reading of the subject. The material covers about 80 to 100 percent of the syllabus. Hence, the learners are also advised to refer the suggested readings for elaborate understanding of

the subject. The course material includes the model question papers and some suggested readings for the benefit of the learner.

7.8 Contact Programme Classes

- i) Contact Programme Classes (CPC) will be held at the nodal / study centres for a period of 10 to 15 days in each year during Sundays or in vacation, for PG, PG Diploma and Diploma programmes, 30 days for M.Sc(Zoology), 20 days for M.A Music. Since it is a self learning process the learners are advised to come prepared to these classes with basic understanding of the concerned topic so that the guidance given by the counselor would enrich their subject knowledge and also enable them to go for further intensive reading.
- ii) The centre will make no hostel/boarding arrangements and the learners have to make their own arrangement for attending these classes.

7.9 Study Centres

The learners have to choose the convenient study centre at the time of admission. For any valid reason if the learner wants change of study centre, the DDE shall arrange on mutual consent of both study centres on payment of additional fee of Rs.500/- to the DDE for facilitation.

7.10 Students Support Services

The Directorate of Distance Education provides communication through SMS, e-mail, telephone, apart from the direct contact during contact programme classes.

8. Internal Assessment

- i) Internal assessment will be for 30 percent in each course of a programme. A learner has to submit **three assignments** in each paper of a course during each year. **Each assignment carries 10 Marks.**
- ii) The learners are requested to take the responsibility of submitting assignments as per the schedule to DDE, SPMVV / Study centres for evaluation, failing which the learners have to forego the weightage attached to internal assessment of 30 marks.

8.1 Guidelines for answering assignments

- i) Learners can download the topics from www.spmvv.ac.in and they can also approach study centre or DDE office for obtaining the topics and they should follow the dates given in academic calendar for submission.
- ii) All the learners must write the assignments in their own handwriting and submit assignments only to the Director, DDE, SPMVV or “The Principal” of study centres as per their admissions and obtain a receipt for the same.
- iii) Those who could not submit the assignments within stipulated time due to unavoidable reasons are permitted to submit before the examinations on payment of Rs.500/- as late fee.

Assignment Submission Form

Register No. : _____
Batch : _____
Course Code : _____
Course Title : _____
Year of the study : _____
Subject Code : _____
Subject Title : _____
Assignment No. : _____
Date of Submission: _____
Name of the learner: _____
Address : _____

Phone No. : _____
E-mail : _____
Signature : _____

Please enclose two sets of receipt along with your assignments

**SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY) : TIRUPATI – 517 502
DIRECTORATE OF DISTANCE EDUCATION**

Receipt

Sl.No.....

Date:.....

Applicant's Name : _____

Name of the course: _____

ReferenceNo./EnrolmentNo: _____

| Sl. No. | Paper Title | Assignment - I | Assignment - II | Assignment - III |
|---------------------------------|-------------|----------------|-----------------|------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| Total No. of Assignments | | | | |

Name of the Receiver: _____

- iv) If pass marks are not obtained in any assignment, it should be resubmitted. Once the pass marks are obtained, the assignment cannot be resubmitted for improvement of marks/class.

Postal address:

All correspondence pertaining to the Directorate of Distance Education must be addressed to

The Director
Directorate of Distance Education
Sri PadmavatiMahilaVisvavidyalayam
Tirupati – 517 502.
Andhra Pradesh.

9.Examination System & Pass Percentage

- i) All the programmes of DDE have comprehensive evaluation in the form of internal assessment besides University external evaluation. All the programmes have 30:70 percent weightage for internal: external assessments. After completion of the course requirements the University (External) examinations shall be conducted for 70 marks with 3 hours duration.
- ii) For all the programmes the passing for each paper shall be 35 percent in external exam and an aggregate 40 percent internal assessment and external evaluation (except for LL.M Programme).
- iii) For LLM passing minimum shall be 40 percent in each paper with aggregate 50 percent including internal and external evaluation.

9.1 Information relating to examinations

- i) The learners will not be permitted to take the examinations unless they clear all the dues to the DDE.
- ii) The registration number of the learner should be written in the column provided in the examination application form for easy reference. Information relating to the examinations such as last date for receipt of examination fee etc., will be generally informed by the Directorate of Distance Education.
- iii) Examination fee once paid will under no circumstances be refunded or held over for subsequent examinations.
- iv) If the examination centre is located in the place where the Study Centre is located, then learners must write the Examinations in the same town. They will not be permitted to write examination at other places. If the examination centre is not available in the place where the study centre is located, University has right to allot another Examination Centre nearer to the learner's address without prior information to the learner.
- v) The decision of the University is final in allotting examination centre to the learners.
- vi) The DDE will not be responsible for any kind of postal delay in submission of examination application by the learner.

9.2 Examination Fee Particulars

The learners of P.G. programmes of 1st year shall pay the examination fee of Rs.1,100/- and the 2nd year learners shall pay the whole examination fee of Rs.1980/- including the cost of Migration & Provisional Certificates. It shall be remitted through a Demand Draft/challan drawn in favour of "The Registrar, Sri Padmavati Mahila Visvavidyalayam, Tirupati" securely fastened to the Examination form. The detailed information of fee particulars of all programmes is given at **Annexure-II**.

9.3 Issue of Hall Tickets, Marks Statements and Provisional Certificates

- i) Learners have to collect their Hall tickets from the office of Directorate of Distance Education, Tirupati or from the allotted centres. Issuing of Hall tickets will begin three days before the commencement of examinations.
- ii) The Directorate of Distance Education will arrange to dispatch marks statements and provisional certificate etc. to the learners of the Directorate of Distance Education who have fulfilled all the requirements as per the existing rules and regulations.
- iii) If the learner finds any delay in receiving the above she may write to The Director, Directorate of Distance Education, SPMVV, Tirupati-517502 regarding the non-receipt of the same. The letter to the Director should contain all the particulars of examination such as month and year of appearance, centre, registration number etc. with Xerox copies of all marks memos.

9.4 Award and Issue of Degree Certificate

- i) After successfully qualifying the examinations learners will be awarded respective PG Degree/PG Diploma/Diploma/Certificates by the University.
- ii) The Directorate of Distance Education will arrange to issue the Degree certificate to all the learners of the Directorate of Distance Education on payment of prescribed fee.
- iii) The learner should use the prescribed application form which can be obtained from the Directorate of Distance Education for the issue of Degree in advance.
- iv) The payments towards prescribed fee for Degree Certificate are to be remitted in favour of The Registrar, SPMVV, Tirupati through Demand Draft.
- v) The learners have to enclose the Demand draft to the prescribed application form for the issue of degree and send the same to the Director, Directorate of Distance Education, SPMVV, Tirupati.

9.5 Classification of successful learners

The classification will be on the basis of the total marks obtained by the learner i.e. the total marks secured in all the programmes

- i) Learners securing 70% and above in the aggregate marks shall be placed in distinction.

- ii) Learners securing 60% and above but less than 70% in the aggregate marks shall be placed in first class.
- iii) Learners securing 50% and above but less than 60% in the aggregate marks shall be placed in second class.

10 Maximum duration for completion of the course

Learners shall have to complete the course within 5 academic/calendar years from the year of joining the course. Beyond 5 years they have to re-register on payment of stipulated fee.

11 Enquiries

Enquiries will be attended by the office from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm on all working days. The Directorate of Distance Education works for 6 days in a week. DDE observes holidays on Sundays and the other holidays declared by the State Government. The learners are also advised to clear all their doubts of administrative and academic nature during the time of Contact Programme Classes.

12. Instructions to fill application form

- (i) The application duly filled-in together with all the required enclosures should reach the Director, Directorate of Distance Education, SPMVV, Tirupati-517502 by registered post on or before the date notified in the press.
- (ii) The learner is required to mention clearly the course of study and year for which she is seeking admission into the Directorate of Distance Education.
- (iii) The name of the learner as well as her father/husband should correspond with those that are recorded in her matriculation certificate/S.S.L.C./S.S.C/H.S. & M.P.S.L.C. Register.
- (iv) The date of birth of the learner should correspond with that as recorded in her matriculation or that of an equivalent examination.
- (v) The required original certificates are to be enclosed with the application form which will be returned later. One attested copy of each certificate must also be enclosed for the record.
- (vi) Application sent without application fees will be rejected.
- (vii) Incomplete applications will not be processed by the Directorate of Distance Education and they will be rejected.
- (viii) The following certificates in original are to be enclosed along with the application form:

- a) Degree/Provisional Certificate of the previous examination passed: (One attested copy is also to be enclosed along with original certificate)
- b) Two copies of recent photographs (pass port size of the learner duly attested by a Gazetted Officer at the lower portion of each photo. One is to be affixed to the application and the other to be enclosed).
- c) Receipt of payment of fee: Crossed Demand Draft.
- d) Date of Birth extract.
- e) A copy of Aadhar/PAN card.
- f) Identity Card is to be enclosed duly signed and photo affixed.
- g) Three address slips duly filled-in are to be enclosed.

The learner is advised to retain this copy of the prospectus till the course is completed for the purpose of clarification of rules and regulations concerning the course.

Territorial Jurisdiction of University/Institution

Andhra Pradesh, Telangana(as per the Andhra Pradesh re-organisation act of 2014 SPMVV in X schedule and will continue to cater to the students of Telangana for 10 years.

Legal disputes

With regard to disputes arising in the matters of the DDE, all legal proceedings will be in the jurisdiction of Tirupati only.

Annexure-II Statement showing the details of fee to be collected from the students admitted from the academic year 2017-18 with break up to the study centres and the University

| S. No. | Name of the Course | Duration | Course Fee for 1 st Year Rs. | Study Centre share (30%) Rs. | Fee payable to the University | | | Course Fee for 2 nd Year Rs. | Study Centre share (30%) Rs. | Fee payable to the University 70% of course fee Rs. |
|--------|---|----------|--|-------------------------------------|-------------------------------|---------------------------------------|--------------------|--|-------------------------------------|---|
| | | | | | 70% of course fee Rs. | Applica-tion Regis-tration Fee Rs. | Total * Rs. | | | |
| 1. | Master of Science (Mathematics) | 2 Yrs | 4000 | 1200 | 2800 | 350 | 3150 | 4000 | 1200 | 2800 |
| 2. | Master of Science (Zoology) | 2 Yrs | 9500 | 2850 | 6650 | 350 | 7000 | 9500 | 2850 | 6650 |
| 3. | Master of Commerce | 2 Yrs | 5000 | 1500 | 3500 | 350 | 3850 | 5000 | 1500 | 3500 |
| 4. | Master of Arts (Communication & Journalism) | 2 Yrs | 5000 | 1500 | 3500 | 350 | 3850 | 5000 | 1500 | 3500 |
| 5. | Master of Arts (Economics) | 2 Yrs | 5000 | 1500 | 3500 | 350 | 3850 | 5000 | 1500 | 3500 |
| 6. | Master of Arts (English) | 2 Yrs | 4000 | 1200 | 2800 | 350 | 3150 | 4000 | 1200 | 2800 |
| 7. | Master of Arts (Music) | 2 Yrs | 9000 | 2700 | 6300 | 350 | 6650 | 9000 | 2700 | 6300 |
| 8. | Master of Arts(Telugu) | 2 Yrs | 4000 | 1200 | 2800 | 350 | 3150 | 4000 | 1200 | 2800 |
| 9. | Master of Arts (Women's Studies) | 2 Yrs | 4000 | 1200 | 2800 | 350 | 3150 | 4000 | 1200 | 2800 |
| 10. | P.G.Dip.in Family & Health Counselling | 1 Yr | 3000 | 900 | 2100 | 350 | 2450 | - | - | - |
| 11. | P.G.D.in Pre-School Education | 1 Yr | 3000 | 900 | 2100 | 350 | 2450 | - | - | - |
| 12. | P.G.D.in Public Relations | 1 Yr | 3000 | 900 | 2100 | 350 | 2450 | - | - | - |
| 13. | Diploma in Music | 6 Months | 3000 | 900 | 2100 | 350 | 2450 | - | - | - |

Note: * The total amount to the University shall be paid by way of demand draft drawn in favour of "The Registrar, SPMVV" payable at Tirupati.

