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No. 16

Rs. 40/-



KAKATIYA UNIVERSITY

**P.G. / P.G. DIPLOMA/CERTIFICATE COURSES
(PROSPECTUS-CUM-APPLICATION)**

PROGRESSING TOWARDS ACADEMIC EXCELLENCE



A STEP FORWARD WITH DISTANCE EDUCATION

SCHOOL OF DISTANCE LEARNING AND CONTINUING EDUCATION

VIDYARANYAPURI, WARANGAL - 506 009 - (Telangana State) India
Ph. 0870-2438877, 2438899, 2461492.

Prof. CH. DINESH KUMAR
DIRECTOR

Faculty Members :

Prof. K. Padmalatha	Professor of Economics/Joint Director
Prof. T. Srinivasa Rao	Professor of Commerce /Joint Director
Prof. G. Sudhakar	Professor of Public Administration/Joint Director
Prof. T. Balbeer Singh	Professor of Economics /Joint Director
Dr. M. Venkat Reddy	Associate Professor of Political Science
Dr. V. Ramchandram	Associate Professor of Political Science
Dr. S. Malleshwar	Assistant Professor of Public Administration
Dr. N. Srinivas	Assistant Professor of Education
Dr. P. Koteswar	Assistant Professor of Sociology
Dr. V. Jagan	Assistant Professor of English
Dr. K. Bhaskar	Co-ordinator (Languages)
Dr. S. Bikshapathi	Co-ordinator (Public Administration)
Dr. T. Gurubrahman	Co-ordinator (Public Administration)

Administrative Staff :

Sri G. Sarangapani	Assistant Registrar
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HOLIDAYS :
EVERY MONTH 2nd SATURDAY
& EVERY SUNDAY

Director's Desk

Indian constitution envisages the values of freedom, equality and fraternity. In order to realise these values, education has to play a constructive role. There should be freedom and equality in education. Education should be a means for freedom and equality. Distance Education has emerged from the concept of selection of courses, place and time on student choice so as to provide freedom and equality in learning process. Hence, the system has emerged as an important branch of education with sprouting of self motivated students.

In order to bring education to the doorstep of those who were deprived of educational opportunities because of the limitations of time, place and space in conventional system, Kakatiya University established School of Distance Learning and Continuing Education (SDLCE) in 1988. School of Distance Learning and Continuing Education is imparting knowledge and suitable skills through distance mode with the conviction of realising constitutional objectives. The School has been in forefront of higher education by providing liberal eligibility criteria and with a commitment to accomplish its goals of imparting quality education to the youth of this region.

Integration of various teaching technologies along with the traditional teaching methods with the objective of 'student-centered' learning and providing equal educational opportunities in higher education through distance mode for a large section of the population, including those in employment, women and youth who wish to upgrade their educational qualification have been the main objectives of SDLCE.

Objectives of SDLCE:

- ✓ To provide educational opportunity to those who have missed the opportunity of taking advantage of conventional mode of learning.
- ✓ To provide an opportunity to get admission into the courses aimed at enhancing the vocational skills for those without a basic qualification and who discontinued their studies for various reasons through the policy of 'liberal education'.
- ✓ To make efforts towards giving freedom of choice in the selection of course content and learning methods.
- ✓ To strive towards providing conducive learning environment in order to erase the distance between the learners and the institution.
- ✓ To design programmes beneficial to all sections of the society.
- ✓ To work in unison with all the universities and institutions concerned at State, National and International levels in order to bring about quality education to the doorstep of the learner by making use of Information and Communication Technologies (ICTs).

We wish the students to make use of the educational opportunities by enhancing their knowledge and skills and partaking in social development.

Wish you all happy learning

Vidyaranyaपुरी
Warangal 506 009

Prof. CH. DINESH KUMAR
DIRECTOR

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1.0 INTRODUCTION

A full-fledged School of Distance Learning and Continuing Education of Kakatiya University came into existence in 1988 dedicating itself towards removing all barriers that traditionally restrict access to University level studies while offering a number of distance and open education and other non-conventional courses. The School provides equality of educational opportunities for all adult Indians in general and residents of Telangana districts in particular regardless of their prior academic credential. Thus, the school focuses its attention mainly to advance and disseminate learning and knowledge by different means, which are generally not observed in formal education.

The School of Distance Learning and Continuing Education (SDLCE) provides access to higher education, especially to all those who desire to improve their formal qualifications, skills and competence in a specified field of subject. Most of these could be achieved because, the School generally:

- * adopts an open admission policy;
- * facilitates the students to pace and undertake his/her studies as per his/her choice;
- * develops techniques and methods of delivery systems for students to minimize constraints of money, time and place of specific groups;
- * designs programmes to meet the needs of specific groups and areas;
- * provides after-guidance services to promote continuing education.

1.1 THE SUPPORT SERVICES

1.1.1 Course Material: The Course Material will provide the students a general understanding of the subject matter and also gives guidance for further reading. The material covers about 90% of the syllabus. However, the students are also advised to refer the suggested readings for elaborate description of the subject. The Course Material includes syllabus, model question paper and some suggested readings

1.1.2 Mode of Instruction: The teaching methods adopted is counselling and discussions. In addition to classroom activities, video programmes will be organised separately as a part of learning process.

1.1.3 Personal Contact Programme (PCP): The Personal Contact Programme has been designed to , help the learners with classroom counselling to cover the important & difficult topics of the course. The students shall bear in mind that PCP shall not cover the entire syllabi of the course and only the major topics shall be covered.

The School adopts the counselling of the course syllabus through two sessions firstly with “Contact Programmes” being conducted on **Sundays/holidays and finally with the “Regular Contact Programme” for a short period.** The schedule of the programme will be communicated in advance covering all the details.

1.1.4 Faculty for Counselling: All the concerned departments of the University and affiliated Colleges are mainly involved as faculty members for counselling the course syllabus

1.1.5 Guest Lectures: To give wider exposure to our learners, the School engages some guest lectures during the personal contact programme with the involvement of eminent scholars, professionals and members of other Universities.

1.1.6 Enquiries : The students are required to go through the Information Brochure carefully to get themselves acquainted with the rules and regulations and other provisions. However any doubt, clarification or any other necessary information can be obtained at our “Enquiry Counter” during the office hours.

1.1.7 Student Correspondence Services : The School has a separate Correspondence and Grievance Cell to receive the letters and reply the queries posed by the existing and prospective students relating to various problems faced by them in the process of prosecuting their studies through the School.

1.1.8 Doora Vidyavani (AIR Warangal) : **The students can clarify their academic doubts while addressing a letter to the Director, AIR Warangal, which is broadcasting on 1st Saturday of every month.**

1.2 COMMUNICATION

1.2.1 Telephone Enquiries

Reception	:	0870 - 2438877
B.A./B.Com. Section	:	0870 - 2461481
PG/PG'' Diploma courses Section	:	0870 - 2461483
Education/Psychology Section	:	0870 - 2461499
Library Science Courses	:	0870 - 2461489
Examination Unit	:	0870 - 2461492
Course Material Distribution Unit	:	0870 - 2461495

1.2.2 Fax Enquiries : 0870 - 2438000

1.2.3 Address for Postal Correspondence : **The Director
School of Distance Learning
and Continuing Education
Kakatiya University
Warangal - 506009 Telangana State
India**

1.2.4 E-mail : info@sdlceku.co.in

Website : www.sdlceku.co.in
www.kuwarangal.com

1.2.5 I.V.R.S. (Interactive Voice Response System) : Students are provided with IVRS facility for clarification of admission, examination dates. They have to dial **0870-2438877** and follow instructions accordingly

1.2.6 SMS (Short Message Service) : Students are also provided with SMS facility. At the time of admission students are instructed to write their permanent mobile number. In case any change in mobile number intimate to the section immediately for updation. So that they can receive mobile alert or SMS at time of examinations and other important dates.

1.2.7 SDLCE Office Timings for various Purposes

General Office Hours	:	10.30 a.m. to 5.00 p.m.
Sale of Application Forms	:	10.30 a.m. to 4.30 p.m.
Receipt of Forms	:	10.30 a.m. to 3.30 p.m.
Lunch Time	:	1.15 p.m. to 2.00 p.m.

1.2.8 Holidays : **Every Sunday of the week and
Second Saturday of every month.**
The School also observes the
University holidays

2.0 ACADEMIC RULES :

The Certificates, Under Graduation, Diploma, PG Diploma, Post-Graduation Degrees shall be conferred to candidates who have satisfied the General Conditions under the Academic-Rules and Regulations of their University.

- 2.1 Course and Syllabus :** The admission to various courses is based on the conditions as laid down in the provisions of "Eligibility for Admission". There will be no entrance test for admission unless and otherwise specified into Certificate/Under Graduation (through Intermediate qualification), Diploma, P.G. Diploma and PG Courses. The School follows the Syllabus approved by the University.
- 2.2 Change of Syllabus:** If there is a change in the scheme of examination or syllabus one more examination will be conducted as per the old scheme or old syllabus. There after candidates who have not completed the course, have to appear for the examinations as per the revised scheme or syllabi.
- 2.3 Simultaneous Admission:** No candidate shall be allowed to take admission simultaneously or appear at two different examinations simultaneously conducted by this University or any other university. Violation of this rule will entail cancellation of admission as per the University rules. However, this will not be applicable to those candidates who wish to join computer courses offered by the school. However, according to DEC orders, a candidate permitted to do one Degree & one Diploma or Certificate course simultaneously.
- 2.4 Term of Registration:** Candidates admitted into Post-Graduate Two years courses shall complete their course within 6 (six) years and the candidates admitted into P.G. Diploma (One year) course shall complete their course within 3 (three) years from the date of admission failing which their admission stands cancelled. Such candidates shall seek fresh admission again.
- 2.5 Change of Course/Subject:** If a candidate wishes to transfer, from one PG course to another due to his inability he may be allowed to do so provided he fulfills the eligibility conditions of the admission of the desired course. Request for application of the desired course should be made within a month from the date of confirmation of the admission into the applied course. Candidates' application will be examined and if found eligible will be permitted for transfer. Such candidates are required to pay **Rs. 400/-** towards the registration fee in view of the transfer.
- 2.6 Change of Study Centre :** If a candidate wishes to be transferred from one study centre to another, request application should be made within a month from the date of confirmation of his/her admission. Candidates' application will be examined and if found eligible will be permitted for transfer. Such candidates are required to pay **Rs. 500/-** towards transfer fee.

2.7 Re-Admission: The candidates who discontinued or who are default of payment of tuition fee during an academic year can seek re-admission by submitting the application in the prescribed proforma and on payment of **Rs. 530/-** towards Re-admission.

2.8 Transfer Certificate

- If a student wishes to discontinue the course after paying the fee in full TC will be issued without any payment.
- The original TC submitted at the time of admission in the School shall not be returned. The school shall issue a TC on completion of the entire course without charging any Fee.
- Duplicate TC will be issued on payment of **Rs. 400/-** subject to the production of a Certificate issued by the 1st Class Magistrate and a letter from the concerned Police Station to the effect that the original was lost. After careful scrutiny, the candidate will be issued a duplicate TC depending on the merits of the case.
- The Award of Division, issue of Provisional, Memo of Marks and Convocation formalities and all other matters relating to the examinations shall be looked after by the Controller of Examinations and governed by the rules and regulations in vogue.

2.9 Pending Dues: If the candidate satisfies the academic requirements but has not paid the dues or not submitted the required documents to the School within the stipulated period of time or if any case of indiscipline is pending against him, the decision of the University/School to this effect will be final and binding.

2.10 Maintenance of Discipline

- The School shall be maintaining discipline among the students as per University rules.
- Every student applying for admission should sign a declaration pledging adherence to the rules and regulations of the University/School.
- The behaviour of the students with the teaching staff, office and other employees of the School should be polite and courteous.

2.11 Students Address

- All Correspondence made to the students will be as per the address as mentioned in the application form. If there is any change in the address, the candidate has to intimate to the concerned section.

2.12 Acknowledgement: Students are advised to preserve the acknowledgements /receipts issued by the School for receipt of fees or certificates and also other correspondence till the degree certificate is issued to them finally. The identity cards and hall-tickets should also be preserved for any verification by the School authorities during the course period.

2.13 Special Attention of the Students : The SDLCE will inform the students through correspondence, News Papers/Radio announcements or SMS, etc., but in case the student concerned fail to receive any of the communication from any of the source, they are advised to persue the matter without waiting for the communication. They may contact the office as per the general schedule given. The students are advised to call IVRS No.0870-2438877 or visit: www.sdlceku.co.in for latest information.

2.14 General Rules of admission

- Admission into UG/PG/PG Diploma/Certificate/Diploma Programmes is open to all the citizens of India.
- No gap of time is necessary for registering for the various courses after passing the qualifying examination.
- There is no age limit restrictions for registration into any PG/PG Diploma Certificate Programme.
- The admission into PG/PG Diploma Programme is not based on entrance examination. (Wherever seats are unlimited)
- Admission of students for any course who were qualified from other Universities/ Bodies will be considered only on the condition if their eligibility and degree are recognised by Kakatiya University.

- In service Candidates working in any institutions i.e., State/Central/Quasi or any Private organisation can also apply for admission into UG/PG/PG Diploma Courses.

2.15 Equivalence Certificate : The candidates obtained their Degree from other than Telangana Universities are required to get Equivalency Certificate, if they are not approved by KU before seeking admission failing which no admission shall be given under any circumstances.

The following is the procedure for applying and getting equivalency Certificate from this University for the qualifying examinations obtained from other than Kakatiya University

1. The University must have been recognised by UGC
2. The Distance Education Programmes must be recognized by the DEC.
3. The Distance Education programmes offered by the Deemed Universities need not be recognised (as per the UGC guidelines)

After observing the above conditions, the qualifying examinations of the candidates along with the following enclosures have to be referred to the Registrar, Academic, Kakatiya University for further action.

1. Application of the candidate and the xerox copy of the qualifying examinations
2. The syllabus and scheme of the examinations duly signed by the concerned authority / University
3. A processing fee of Rs. 1,000/- paid either in "C" Challan of this University or Demand Draft drawn in favour of Registrar, KU Income Account, Kakatiya University, payable at State Bank of Hyderabad, KU Branch, Warangal.

2.16 Mode of Payment :

- Student seeking admission should submit the application form accompanying fee. Payment should be made through SDLCE challan Payable at SDLCE SBH challan counter.

OR

- Through a single crossed Demand Draft drawn from SBH/ SBI / Andhra Bank in favour of the Director, SDLCE, Kakatiya University payable at Warangal.
- The name, address and subject should be written by the candidates on the back side of the DD to ensure proper credit to their fee account.
- Postal Orders/ M.O/s or any other mode of payment will not be accepted. The school will not be held responsible for such payments.
- Students claiming fee concession will have to submit a concession form which will be provided to them at the time of fee payment. The declaration (Unemployee) should be attested by a Gazetted Officer.
- In case of University Employees/University Employee's Children/Employee spouse, the concerned employee is required to submit the service certificate issued by the

Registrar, KU in order to claim the fee concession in accordance with the rules of the University.

- Fee once paid will not be refunded nor transferred to any course nor adjusted in full or part thereof for the subsequent years.
- SDLCE and its offices at the Study Centre/Regional Centre will accept only the DD's taken from State Bank of Hyderabad, State Bank of India and Andhra Bank. DD's taken from other Banks will not be accepted for our administrative reasons.

2.17 Refund of Fee

- In respect of those candidates whose applications for admission are cancelled by the school for any reason, except in the case of misconduct / or misbehaviour 10% of the tuition fee besides admission & regulation fee will be deducted from the fee paid and the balance will be refunded.
- CANDIDATES WHO SUBMIT APPLICATION FOR ADMISSION AND WITHDRAW ON HIS/HER OWN WILL NOT BE ENTITLED FOR ANY REFUND.

2.18 Course Material for all PG courses will be issued at a specified counter in the Main Office only. Those who submit their admission form at the Study Centre will get the material at the Study Centre.

2.19 Migration Certificate: Candidate hails from other than Kakatiya University must submit MC.

Note : TC will be issued to the candidates who submit their TC at the time of admission.

3.0 Examination Information

3.1. Mode of Language: As far as the examinations are concerned the School gives the option to write the examinations either in English or Telugu language (except for M.Sc. Psychology, MA English, Hindi/Telugu/Urdu/MCJ/MLISc/MBA and Diploma Courses). However, the question papers may not be provided in Telugu version for all courses. The option to write in Telugu version should be treated as an additional facility permitted to the students

3.2. Award of Division

First Division with Distinction	:	70% and above
First Division	:	Below 70% but not less than 60%
Second Division	:	Below 60% but not less than 50%
Third Division	:	Below 50% but not less than 40%

3.3 Paper Minimum 40%, except for courses otherwise specified

3.4 Promotion : Though the candidate does not secure 40% in each paper he/she shall be promoted to Final year despite of the backlog papers. Promotion to the final year shall be subject to the condition that he/she should submit the examination form within the stipulated time and receive the hall-ticket in accordance with the instructions laid down by the school.

3.5 Hall Ticket & Time Table: The hall-tickets will be issued only to those candidates whose application is found in order and is found eligible to appear for the examination. *The hall-ticket can be received only as stated below either,*

i) One hour before the commencement of the examination at their respective exam centre,

OR

ii) At the office of the School, three days before the commencement of examinations. Detailed time-table & examination centre will be intimated to every eligible candidate well in advance.

3.6 Ex-Candidates: The candidates who could not appear for the Previous Examination (Hall-tickets being issued to them) shall be permitted to appear as ex-candidates during the next academic year along with the annual examination if continued on rolls-for final year or the subsequent annual examinations if completed the final year.

The Candidates who could not write the Final year examinations (Hall-tickets being issued to them) shall be permitted to appear as ex-candidates during the next annual examinations or subsequent examinations. Such candidates are required to pay the examination fees only. Intimations will be sent to these candidates only once and not during the subsequent years. Candidates desirous to write these examinations should observe the daily Newspapers or contact the office for further details.

3.7 Improvement: The candidates are permitted to improve their performance in the immediate two examinations after passing the respective examinations. Only one chance will be allowed to improve their earlier performance, the candidates are required to APPEAR FOR ALL THE PAPERS NOT ONE OR TWO PAPERS.

3.8 Revaluation: The candidates who desires to apply for Revaluation should obtain the prescribed application form at the office of the Controller of Examinations, Addl. Controller of Exams, SDLCE, Kakatiya University and submit the same within the stipulated time along with the fee of **Rs. 250/-** per each paper. The revaluation will be accepted only upto one month from the date of issue of memorandum of marks.

For any additional information or appropriate actions concerning Improvement, Revaluation or declaration of Results the students are requested to contact the Controller of Examinations, Kakatiya University.

3.9 Mal-Practice and Punishment Rules : The following are the University Examination malpractice punishment rules:

- The candidate booked under malpractice shall not be allowed to continue further studies or repeat the course or seek admission in other *course/s* till the period of punishment is over.
- The candidate found guilty of malpractice during the examinations, he/she shall forego all the other examinations appeared during that period of examination.

The above rules of punishment are in addition to the following:

- When a candidate is found in possession of forbidden material, even if it is not relevant, he/she shall not be allowed to continue the remaining part of the examinations.
- If the material found is relevant, but not used, the candidate shall forego two (2) examinations i.e., the current one and the immediate subsequent examinations.
- If candidate uses the material, he/she shall forego four (4) examinations, including the current one.

In case of (a) impersonation, (b) misbehavior with the invigilators, (c) insertion of written sheets in different hand-writings in the main answer book, (d) leaving the examination hall with the answer book: the candidate shall forego six examinations, i.e., the current one and the immediate subsequent five examinations.

4.0 Details for Obtaining the Certificate

4.1 Candidates who have not applied to the Convocation and those who would not obtain the degree having applied for the Convocation have to receive their degree in absentia. They may therefore apply for Degree in-absentia after the Convocation in the prescribed form.

4.2 Certificate to be issued by SDLCE :

- | | |
|--|--|
| 1. Transfer Certificate | Rs. 100/- |
| 2. Bonafide Certificate | Rs. 50/- |
| 3. Migration Certificate | Rs. 135/- |
| 4. Cost of Migration form | Rs. 15/- |
| 5. Postal Charges | Rs. 50/- (In case the certificates are to be sent by post) |
| 6. Duplicate T.C. | Rs.400/- |
| 7. To whomsoever it may
Concern Certificate | Rs. 50/- |

For obtaining the above certificates, the fee should be remitted through in SDLCE Challan in the State Bank of Hyderabad KU Branch only or D.D. drawn from State Bank of Hyderabad/State Bank of India/Andhra Bank in favour of The Director, SDLCE, K.U., payable at SBH, K.U., Warangal.

4.4 Certificates to be issued by Examination Branch, KU.

1. Provisional Certificate	Rs. 300/-	} will be issued by the Controller of Exams. K.U, Wgl. (in three months) (in five days)
2. Cost of Provisional Certificate form	Rs. 15/-	
3. Memorandum of Marks year-wise	Rs. 200/-	
4. Degree Certificate (in Absentia General)	Rs. 400/-	
5. Degree Certificate (Thathkal)	Rs. 750/-	
6. Postal Charges (in case the certificates are to be sent by post)	Rs. 50/-	
7. Consolidated Memo of Marks	Rs. 200/-	
8. Degree in Absentia/Tatkal form	Rs. 25/-	

For obtaining the above certificates, the prescribed fee should be remitted through D.D. drawn from State Bank of Hyderabad/State Bank of India/ Andhra Bank in favour of the Registrar, Examinations Fund Account, K.U., payable at SBH, K.U., Warangal.

i.0 Court Jurisdiction:

The University reserves the right to alter the course or suspend it and also the right to change the rules and regulations if found necessary. In the event of significant number of candidates do not join the particular course, the course shall not be conducted.

The territorial jurisdiction for any cases to be filed in Civil Courts or Consumer Disputes or any other proceedings shall be WARANGAL CITY only which is the seat of administration as per the provisions of the Act of Kakatiya University.

6.0 Certificates to be enclosed:

- 1) Transfer Certificate from the institution last studied (Original and Xerox Copy).
- 2) Degree/Provisional Certificate of the previous examination passed (Xerox Copy)
- 3) Migration Certificate in case of students from other University Degree holders (Original Copy)
- 4) Caste Certificate in case of SC and ST and BC students (Xerox Copy)
- 5) Date of Birth or SSC (Xerox Copy)
- 6) Memo of Marks of SSC, Intermediate and Degree Examinations (Xerox Copy)
- 7) Receipt of Payment of Fees (Crossed DD/Challan original).
- 8) One recent Passport Size Photograph to be fixed on the admission form.

7.0 Admission to M.A. SANSKRIT

- 1 Must have passed B.A. examination and secured 40% marks in Sanskrit as an optional subject as main, major/one of the three equal optional subjects under Part-II (OR)
- 2 Must have passed B.A./B.Com./B.Sc./B.B.M./B.A. languages or its equivalent undergraduate examination and secured 50% marks in Sanskrit as Second Language in Part-1 or 50% in Sanskrit as one of the subjects of study at the concerned degree level, earning not less than 200 marks in the scheme of examination concerned (OR)
- 3 Must have passed B.A. (Language Sanskrit) examination with 40% marks in the aggregate (OR)
- 4 Must have passed B.O.I. with General English (as Part-I) of under-graduate standard with Sanskrit as a subject of study carrying not less than 200 marks in the scheme of" examination concerned (OR)
- 5 Must have passed B.O.I. (Sanskrit) with General English of under-graduate standard of Part-1 securing 40% in the aggregate (OR)
- 6 Must have passed B.A. / B.Sc. / B.Com. or its equivalent examination and also passed an examination in Sanskrit which has been recognized by the Govt. of A.P. as being equivalent to an under-graduate degree thereof.
- 7 The candidates should however have obtained 40% marks in aggregate in the said examination of Sanskrit (OR)

Must have passed M.A. in any Indian Language or M.A. (English) of a recognised University.

7.1 Admission to M.A. Hindi

The candidates seeking admission to the course must be a holder of Bachelor of Oriental Language Hindi Vidwan conducted by Hindu Prachara Sabha, Hyderabad or Praveen Examinations conducted by Dakshina Bharathi Hindi Prachara Sabha, Madras are eligible provided they pass the General English in Undergraduation Part

7.2 Admission to M.Sc. Psychology Programme

7.2.1 Eligibility

A candidate seeking admission into the First Year (Previous) M.Sc. Psychology shall be required to have passed any Degree of this University or its equivalent thereto.

A candidate seeking admission directly into the Second Year (Final) should have registered for the M.Sc. Psychology First Year examination of this University. At the time of admission into I year the following pattern of allotment of seats is observed in order to give broad representation to different types of educational backgrounds and professions.

7.2.2 Duration of the Course : 2 Years

7.2.3 Medium of Instruction

The medium of instruction and examination will be in English only.

7.2.4 Mode of Instruction

a) Study Material

The SDLCE, KU supplies study material to all the students. Study Material is in English Medium only.

b) Contact Programme Classes (Compulsory)

The SDLCE will organize useful 15 days Contact Programme by experienced faculty for both previous and final year students separately. Attendance to the Contact Programme is compulsory failing which the candidates are not allowed to write the Examinations. On extraordinary conditions, one day of absence for each Contact Programme may be allowed.

7.2.5 Examination Pattern

A candidate shall be declared to have passed the Previous Examination, if he/she obtains 40% of marks in each of the Divisions (Division 'A' means I to IV theory papers, Division 'B' means practical I & II). The same procedure shall be applicable to final examination.

The University has introduced paper-wise pass system for all the courses of Distance Education. Paper-wise pass system means, if any candidate gets fail marks / absent in a particular paper / papers, such candidate need not write all papers again. But he / she has to write only that particular paper / papers in which he / she failed for passing the degree.

7.3 Admission to Master of Laws (LL.M.)

7.3.1 The admission to the course shall be on the basis of merit obtained in the qualifying examination (LL.B.)

7.3.2 The candidates seeking admission to the course must be a holder of LL.B. degree of Kakatiya University or any other university recognised by the Kakatiya University with 45 percent marks in aggregate.

7.3.3 The LL.M. Course is of Two years duration

7.3.4 The medium of instruction for the LL.M. course is ENGLISH

7.3.5 **Rules of promotion:** In order to be promoted to LL.M. II year, the candidate-should at least pass TWO papers of LL.M. I year

7.3.6 The course is organised on self-finance basis and the following is the fee structure for two years.

7.3.7 Course material in English in all the major areas of the subjects of LL.M. course shall be supplied to the students.

7.3.8 There shall be Contact-cum-Counselling classes on holidays and Sundays, subject to the condition that at least a minimum of 20 students are present. Attendance to the contact classes is not compulsory.

7.4 Admission to Certificate course in Communication Skills in English :

- Eligibility for the Course : **Intermediate or its equivalent**
- Duration of the course : **6 months**
- Students intake : **100**
- Attendance : **Compulsory**
- Medium of instruction : **English**

The course contains five papers and an examination is held in each paper at the end of the course. Each paper carries 100 marks. These marks are split into two parts: 70 marks for the theory and 30 marks for the Assignments/practicals (The internal assessment marks are based on the oral performance of the candidates).

8.0 Course wise Paper Titles of PG Courses

1. M.A. English (Previous)

- Paper-1 : English Literature from Chaucer to Shakespeare
Paper-II : 17th and / 8th Century Literature
Paper-III : 19th Century Literature
Paper-IV : 20th Century Literature
Paper-V : English Phonetics

M.A. English (Final)

- Paper-I : Literary Criticism
Paper-II : Indian Writing in English
Paper-III : Regional Literatures in Translation
Paper-IV : Methods and Approaches to Language Learning
Paper-V : Classroom Applications

2. M.A. Hindi (Previous)

- Paper-I : Pracheina Avam Madhya Kaleena Kavya
Paper-II : Hindi Sahitya ka Ethihash
Paper-III : Aadunik Gadya Sahitya
Paper-IV : Anuvada aur Prayajana Mulak Hindi
Paper-V : Computers Theory and Applications

M.A. Hindi (Final)

- Paper-I : Adhunik Hindi Kavya
Paper-II : Kavya Shastra Evam Sahityalochana
Paper-III : Bhasha Vigyan Evam Hindi Bhasha
Paper-IV : Vishesh Kavi Ramdhari Simn Dinakar
Paper-V : Chayavad

3. M.A. Sanskrit (Previous)

- Paper-1 : Poetry, Prose and Drama
Paper-II : Grammar Alankaras and Prosody
Paper-III : Vedic Studies
Paper-IV : Elements of Darshanas
Paper-V : Itihasa

M.A. Sanskrit (Final)

- Paper-I : Historical Linguistics, Niruktam & Prakritam
Paper-II : History of Literature, Essay & Translation
Paper-III : Sahitya Sastram (Indian Poetics)
Paper-IV : Sahitya Sastram
Paper-V : Sahitya Sastram

4. M.A.Urdu (Previous)

- Paper-I : Classical Poetry
Paper-II : Classical Prose
Paper-III : Deccani Literature
Paper-IV : History of Urdu Language and Literature
Paper-V : Hindi Literature

M.A. Urdu (Final)

- Paper-I : Modern Urdu Poetry
Paper-II : Modern Urdu Prose
Paper-III : Study of an Author Dr. Mohiuddin Quadri zore
Paper-IV : Literary Criticism
Paper-V : Mass Media

5. M.A. Political Science (Previous)

- Paper-I : Ancient and Modern Western Political Thought
Paper-II : International Politics
Paper-III : Comparative Politics
Paper-IV : Indian Government and Politics
Paper-V : Ancient And Modern Indian Political Thought

M.A. Political Science (Final)

- Paper-I : Modern Political Analysis
Paper-II : South Asian Governments and Politics
Paper-III : Research Methodology
Paper-IV : Social Movements in India
Paper-V : Government and Politics in Andhra Pradesh

6. M.A. Public Administration (Previous)

- Paper-I : Administrative Theory
Paper-II : Management Science and Techniques
Paper-III : Political Theory and Public Policy
Paper-IV : Comparative and Development Administration
Paper-V : Research Methodology

M.A. Public Administration (Final)

- Paper-I : Human Resource Management
Paper-II : Welfare Administration
Paper-III : Financial Administration
Paper-IV : Local Governments in India
Paper-V : Public Office Management and Information Technology

7. M.A. Sociology (Previous)

- Paper-I : Principles of Sociology
- Paper-II : Sociological Theories
- Paper-III : Research Methodology and Social Statistics
- Paper-IV : Social Anthropology and Tribal Development
- Paper-V : Rural and Urban Sociology

M.A. Sociology (Final)

- Paper-I : Sociological Perspectives
- Paper-II : Industrial Sociology
- Paper-III : Political Sociology
- Paper-IV : Sociology of Health
- Paper-V : Social Work

8. M.A. Economics (Previous)

- Paper-I : Political Economy
- Paper-II : Micro Economics Analysis
- Paper-III : Macro Economics Theory and Policy
- Paper-IV : Quantitative Methods in Economics
- Paper-V : International Economics

M.A. Economics (Final)

- Paper-I : Public Economics
- Paper-II : Economics of Growth and Development
- Paper-III : Indian Economic Problems
- Paper-IV : Economics of Agriculture
- Paper-V : Economics of Environment

9. M.A. History (Previous)

- Paper-I : Ancient Civilizations
- Paper-II : Socio-Cultural History of India upto 1000 A.D.
- Paper-III : History of Modern Europe(1453-1789)
- Paper-IV : History of Andhradesha from Earliest Times to 1724 A.D.
- Paper-V : Cultural Tourism

M.A. History (Final)

- Paper-I : Historiography
- Paper-II : Socio-Cultural History of India from 1707-1947
- Paper-III : History of Andhradesa from AD 1724-1956
- Paper-IV : Economic History of India AD 1757-1952
- Paper-V : Peasant Movement in India 1860-1952

10. M.Com. (Previous)

- Paper-I : Managerial Economics
- Paper-II : Organizational Behaviour
- Paper-III : Marketing Management
- Paper-IV : Financial Management
- Paper-V : Decision Analysis

M.Com. (Final)

- Paper-I : Strategic Management
Paper-II : E-commerce
Paper-III : Investment Management
Paper-IV : Computer Applications in Accounting
Paper-V : Financial Markets and Services

11. M.Sc Psychology (Previous)

- Paper - I Principles of Psychology
Paper - II Social Psychology
Paper - III Psychopathology
Paper - IV Psychological Testing and Statistics
Practical I & II

M.Sc Psychology (Final)

- Paper - I Psychology of Personality
Paper - II Counselling Psychology - Theory and Practice
Paper - III Developmental Psychology
Paper - IV (Optionals)
(a) School Psychology
(b) Industrial and Organizational Psychology

Practicals I & II

12. Master of Human Resource Management (HRM) (Previous)

- Paper-I : Human Resource Management
Paper-II : Management Science and Techniques
Paper-III : Industrial Relations
Paper-IV : Labour Welfare Administration
Paper-V : Labour Laws

Master of Human Resource Management (HRM) (Final)

- Paper-I : Organisational Behaviour
Paper-II : Human Resource Development
Paper-III : Compensation Administration
Paper-IV : Industrial and Labour Economics
Paper-V : Case Studies in HRM

13. Master of Laws (LL.M.) I year

- Paper-I : Jurisprudence and Legal Theory
Paper-II : Law and Social Change
Paper-III : Administrative Law
Paper-IV : Legal and Constitutional History

Master of Laws (LL.M.) II year

- Paper-I : Constitutional Law of India-I
Paper-II : Constitutional Law of India-II
Paper-III : Comparative Constitution
Paper-IV : Research Methodology - Dissertation and Viva-voce

14. PGDBM

- Paper-I : Principles and Practice of Management
- Paper-II : Financial Management
- Paper-III : Marketing Management
- Paper-IV : Human Resource Management
- Paper-V : Business Environment

15. Certificate Course in Communication Skills in English

- Paper-I : Introduction to Language Skills : Listening, Speaking and Reading
- Paper-II : Basic Grammar and Grammar in Content
- Paper-III : Building Vocabulary
- Paper-IV : Language in Content
- Paper-V : Presentation Skills

16. P.G.D.C.A. I Semester

- Paper-I : Introduction to Programming
- Paper-II : Internet Programming
- Paper-III : Database Management System
- Paper-IV : Computer Organization and Operating System

P.G.D.C.A. II Semester

- Paper-I : Data Structures
- Paper-II : OOPs with JAVA
- Paper-III : Computer Networks
- Paper-IV : Software Engineering-I

17. P.G.D.G.C

- Paper-I : Principles of Guidance and Counselling
- Paper-II : Therapeutic Approaches
- Paper-III : Special Areas of Counselling
- Paper-IV : Practicals

18. C.L.I.Sc

- Paper-I : Library organization and Management
- Paper-II : Information sources and Services
- Paper-III : Library Classification (Theory)
- Paper-IV : Library Classification (Practicals)
- Paper-V : Library Cataloguing (Theory)
- Paper-V : Library Cataloguing (Practicals)

LIST OF STUDY CENTRES

1. SDLCE, Kakatiya University, Warangal
2. University Arts & Science College, Subedari, Warangal
3. Siddartha Degree & PG College, Siddharthanagar, Narsampet
4. University PG College, Khammam.
5. Govt. Degree College, Bhadrachalam
6. Seelam Pulla Reddy Memorial Degree College, Madhira.
7. University Satavahana PG College, Karimnagar
8. Govt. Degree College, Godavarikhani.
9. Gayathri Degree College, Peddapalli.
10. Pragathi Junior College, Gopalraopet, Ramadugu.
11. Vikas Degree College, Sidhalawada, Siricilla.
12. MAM & MVN Degree College, Mancherial.
13. Deeksha Degree College, Idegam, Nirmal.
14. Nalanda Degree & PG College, Adilabad.
15. Shivani Arts & Science Degree College, Mandamarri
16. Vikas Degree College, Jannaram
17. SKE Degree College (Aided), Sirpur Khaghaznagar.
18. Panchsheel College (Aided), Sirpur Khaghaznagar.
19. Karshak College of Education, Kamareddy.
20. Narendra Womens Degree College, Perikit, Armoor.

FEE PARTICULARS OF UNIVERSITY STUDY CENTRES 2016-17

Sl. No.	Programme	Duration	Total Fee per Year (including Exam. Fee) + TC/BC/MC certificate fee including postal charges
01.	CLISc.	6 months	2,100=00
02.	Certificate Course in Communication Skills in English	6 months	2,600=00
03.	B.A.	I year	2,200=00
		II year	2,200=00
		III year	2,550=00 *
04.	B.Com. (General)	I year	2,800=00
		II year	2,800=00
		III year	3,150=00 *
05.	B.Com. (Computers)	I year	4,000=00
		II year	4,000=00
		III year	4,350=00 *
06.	M.A. : English /Hindi / Sanskrit / Urdu / Economics / Political Science. / History / Pub. Admn. / Sociology / Rural Development	Previous	3,000=00
		Final	3,350=00 *
07.	M.A. HRM	Previous	4,500=00
		Final	4,850=00 *
08.	M.Com.	Previous	4,000=00
		Final	4,350=00 *
09.	M.Sc. Psychology	Previous	9,500=00
		Final	9,850=00 *
10.	LL.M.	I year	9,000=00
		II year	9,350=00 *
11.	PG DCA	2 Semesters	8,350=00 *
12.	PG DBM	1 year	3,850=00 *
13.	PG DGC	1 year	6,950=00 *
14.	M.Sc. Botany / Zoology / Chemistry / Physics	Previous	15,000=00
		Final	15,350=00 *

For Unemployed SC/ST and all categories of Unemployed Women there shall be a Special Fee concession of Rs.200/

* Transfer Certificate = Rs.100/- + Bonafide Certificate = Rs.50/- + Migration Certificate = Rs.135/- = Rs.285/- including migration form = Rs.15/- + Postal charges Rs. 50/- = Total Rs. 350/-



KAKATIYA UNIVERSITY

School of Distance Learning and Continuing Education

Vidyaranyaपुरi, Hanamkonda, Warangal 506 009 Telangana, India (Ph : 0870 - 2438877, 2438899) www.sdiceku.co.in

PROGRAMMES AT A GLANCE 2016-17

S.No.	Programme	Medium	Duration	Eligibility
1.	Certificate Course in Communication Skills in English	English	6 months	Intermediate (10+2) or its equivalent qualification recognized by KU
2.	C.L.I.Sc.		6 months	-do-
3.	B.A.	} Eligibility Test	3 years	18 years of age and must have passed the eligibility test of KU
4.	B.Com.(General)		3 years	
5.	B.Com.(Computer)		3 years	
6.	B.A.	} Direct	3 years	Intermediate(10+2) or its equivalent qualification recognised by KU
7.	B.Com.(General)		3 years	
8.	B.Com.(Computer)		3 years	
9.	LL.M.	English	2 years	LL.B. with 45% of marks from a recognized University
10.	MA : English		2 years	Bachelor's Degree with concerned subject as optional/main or subsidiary as the case may be from any recognized University
11.	M.A. Hindi		2 years	-do-
12.	MA Urdu		2 years	-do-
13.	M.A. Sanskrit		2 year	-do-
14.	M.A. Economics		2 years	-do-
15.	M.A. History		2 years	-do-
16.	M.A. Political Science		2 years	-do-
17.	M.A. Public Administration		2 years	-do-
18.	M.A. Sociology		2 years	Any Graduate from a recognised University
19.	M.A. Human Resource Management		2 years	Any Graduate from a recognised University
20.	M.Com.	English	2 years	Bachelor Degree with concerned subject.
21.	M.Sc. Psychology	English	2 years	Any Graduate (limited seats)
22.	M.S. Chemistry/Botany/Zoology/Physics	English	2 years	Bachelor Degree with the concerned subject with 50% of marks
23.	PG Dip. in Computer Applications	English	1 year	Any Graduate from a recognised University
24.	PG Dip. in Business Management	English	1 year	Any Graduate from a recognized University
25.	PG Dip.in Guidance and Counselling	English	1 year	Any Graduate with Psychology or MA/MSc Psychology

Prof. Ch. Dinesh Kumar
Director

Academic Year 2017-18



KAKATIYA UNIVERSITY

 Registraton Fee Rs.250/-
 (to be paid along with Tution Fee)

School of Distance Learning and Continuing Education

Warangal 506 009 Telangana State

Application form for Admission to P.G./P.G. Diploma/Certificate Courses

(For Office Use Only)

Date of Admn. _____

Date of Leaving _____

T.C. No. _____

Course _____

Subject _____

Study _____

Centre _____

Regd. No. _____

Admn. No. _____

HT No. _____

Admitted / Rejected

PARTICULARS OF THE CANDIDATE (in Capital Letters)

Surname _____

Name _____

Father's Name _____

Mother's Name _____

Date of Birth Day _____ Month _____ Year _____ Age _____

 Social Status SC ST BC A B C D OC Sub-Caste _____ Sex Male Female others
Please affix recent
pass-port size
photographSignature of the
Candidate

PARTICULARS OF QUALIFYING EXAMINATION

Programme/ Course	Name of the University/Board	Institution Studied	Year of Passing	Max. Marks	Marks Obtained	Percent- age (%)	HT No.

FEE PARTICULARS

YEAR	DD/Challan No.	Amount Rs.	Date
Previous			
Final			

CERTIFICATES ENCLOSED

Original		Xerox	
TC No.		DC/PC	Memo of Marks
MC No.		SSC Memo	Caste
Identification Marks :			
1)			
2)			

Address for Postal Correspondence

Pin Code _____ Mobile _____

e-mail ID :

Declaration of the Candidate : I hereby declare that all the particulars given above by me are correct and true. I will obey the rules and regulations of the University that are in force time-to-time. My admission may be cancelled at any time in case the above particulars given by me are found false and untrue. I will also obey the rules relating to the University's Court jurisdiction (Warangal courts).

Date :

Signature of the Candidate

Clerk

 Member
 Admission Committee

 Joint Director
 Admissions

DIRECTOR