GITAM UNIVERSITY

(Estd. u/s 3 of the UGC Act, 1956)

Visakhapatnam ✳ Hyderabad ✳ Bengaluru

Accredited by NAAC with 'A' Grade

CENTRE FOR DISTANCE LEARNING

(Recognized by Distance Education Bureau, UGC, New Delhi

2017

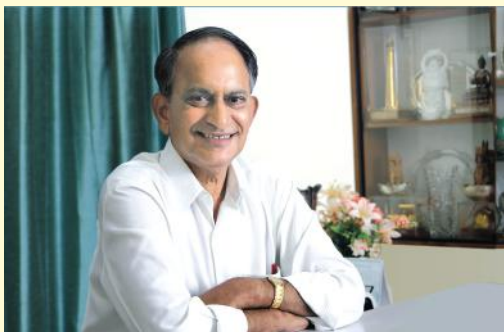# Contents

Dr. MVVS Murthi
M.A., B.L., Ph.D.
President

I welcome you to GITAM Centre for Distance Learning that offers learner-centered, open, flexible, affordable and quality education in a wide range of programmes.

Distance education is now considered to be a catalyst in achieving access and inclusive growth of higher education. This calls for quality education to reach the hitherto unreached. We, therefore, need a system of education which is independent of time, place and pace to suit the needs of aspirants.

GITAM Centre for Distance Learning is fulfilling this need by offering several useful programmes in the disciplines of management, science and humanities. You are welcome to choose a suitable program and accentualize your potential for a fruitful and rewarding career.

I earnestly hope that a large number of learners will be benefited from the distance learning programmes offered by CDL. I wish you the best in your endeavours at the GITAM Centre for Distance Learning and your career in future.

M.V.V.S. MURTHI

VISION

To become a global leader in higher education

MISSION

To impart futuristic and comprehensive education of global standards with a high sense of discipline and social relevance in a serene and invigorating environment

QUALITY POLICY

To achieve global standards and excellence in Teaching, Research and Consultancy by creating an environment in which the faculty and students share a passion for creating, sharing and applying knowledge to continuously improve the quality of education.

FOREWORD

Prof. M.S. Prasada Rao

Hearty welcome to GITAM Centre for Distance Learning

GITAM University is a premier educational institution in India, offering a wide range of undergraduate, postgraduate and doctoral degree programmes in diverse disciplines such as engineering, science, management, international business, pharmacy, architecture, social sciences, law, medicine and nursing.

The Ministry of Human Resource Development, Govt. of India classified GITAM as category 'I' deemed University and NAAC accredited it with 'A' grade. UGC has conferred GITAM with 12-B status.

The onerous task of every University is to enhance the reach of higher education to as many people as possible to meet the ever-growing demand for higher education. With the constraints limiting the scope for expansion in the conventional system, distance education supplements and sometimes is the only credible alternative to meet this demand.

Against this background, GITAM Centre for Distance Learning has been started to offer a wide range of programmes to learners of various ages, backgrounds, locations and needs with a well-structured learner-support system. The curriculum of each programme is designed to reflect the latest developments and to suit the requirements of the industry and other organizations. The course material is prepared in easily understandable self-learning format.

We welcome you to GITAM Centre for Distance Learning and take full advantage of the programmes offered by it to build a bright career.

(M.S. PRASADA RAO)
Vice Chancellor
GITAM University

A Learner receiving Gold Medal from Chief Guest Sri R.P. Sisodia, Joint Secretary, MHRD, New Delhi at 2nd Graduation Ceremony

Sri R.P. Sisodia, Joint Secretary, MHRD, New Delhi, addressing 2nd Graduation Ceremony

Prof T. Srinivas
Director

Distance education is a powerful and growing force in education at University level. In distance education the student is remote from the campus, and is educated through a mixture of media, the specially prepared printed text being central. Depending on resources, a wide variety of other media can be used, notably TV, video and the personal computer, all of which can be shared by a number of students.

More and more traditional universities are rapidly transforming themselves from single mode to dual mode universities, recognizing the importance of distance education in providing students with the best and most up-to-date educational resources available in addition to the traditional teaching methods that they receive.

The terms open learning and distance education represent approaches that focus on opening access to education and training provision, freeing learners from the constraints of time and place, and offering flexible learning opportunities to individuals and groups of learners.

Successful distance education systems involve interactivity between teacher and students, between students and the learning environment, and among students themselves, as well as active learning in the classroom.

I hope you will take advantage of programs offered through Centre for Distance Learning, GITAM University and we look forward to welcoming you.

(T. Srinivas)

The main aim of distance learning is to provide increased access to higher education to men and women of all ages, including working persons, economically or physically challenged persons, and those residing in remote rural areas.

GITAM University established the Centre for Distance Learning with the following objectives: to provide high quality and career oriented education to learners through flexible, diversified and open education; and to facilitate the learners in developing, integrating and applying both theory and practice to strengthen their employability in the context of a competitive environment.

Advantage - GU Centre for Distance Learning (CDL)

GITAM University's Centre for Distance Learning (CDL) is an institution recognized by the Distance Education Bureau (DEB), UGC, New Delhi on the recommendation of the Joint Committee of UGC – AICTE – DEC. A degree from this centre will make you eligible for employment in State and Central Governments, in addition to enterprises in the private sector.

CDL courseware consists of self-learning material, face-to-face counseling, on-line lectures, recorded lectures on demand, etc. The learner is free to choose a learning strategy suitably.

The evaluation is based on both continuous assessment and year-end examinations.

Some of the salient features of CDL are :

- Learning at one's own pace, place and time.
- State-of-the-art infrastructure facilities, including a Modern Studio, good Library with rich collection of Books and E-Learning resources.
- Continuous Evaluation & Credit Based Grading system.
- Effective personal and academic counselling.
- Effective Learning Management System (LMS).
- Award of a diploma to the learners at the end of each year of the programmes offered under modular system.
- On-line facility for accessing the live lectures provided by the centre and download on demand.
- Computerised Learner data base with log-in facility.

Admissions:

Admissions to all the programs are given as follows:

- Academic Year Batch   : July of the year to June of next year
- Calendar Year Batch   : January to December of the year

Academic Programmes:

The University offers a wide range of programmes, conventional and innovative, leading to Diploma, Undergraduate and Postgraduate degrees.

Tuition Fee :

Programme	Fees (Rs.)			
	I Yr	II Yr	III Yr	Total
BA	2200	1500	1500	5200
B.Com	3000	2000	1500	6500
Diploma in Env.& Sustainable Mgmt.	2500	-	-	2500
P.G.Diploma in Commn. Skills	2500	-	-	2500
Diploma in Communicative English	2500	-	-	2500
Diploma in Computer Appl.	2500	-	-	2500
MA (English)	2700	2700	-	5400
MA (Economics)	2700	2700	-	5400
M.Com	3500	2500		6000
M.Sc (Biotechnology)	16000	14000	-	30000
MCA	20000	15000	10000	45000
MBA (Gen)	12,000 per Semester			
MBA (HRM)	12,000 per Semester			

Registration Fee : A candidate given admission in any programme has to pay an additional amount of Rs. 300/- towards registration and processing of admission along with the first year fee.

Recognition Fee – (learners from other universities only):

In addition to the tuition fee and registration fees, a candidate who passed the qualifying examination from other universities other than GITAM University has to pay an amount of Rs. 500/- towards recognition fee along with the first year fee.

PCMG Fee - An amount of Rs.200/- is to paid by candidates alongwith their final year fees towards Provisional Certificate cum consolidated grade card.

Examination Fee : Examiniation fee payable alongwith tuition fee:

a) BA/B.COM/DIPLOMA/ P.G.DIPLOMA	Rs. **550** for Whole Examination
b) MCA/M.COM/M.Sc/MA	Rs. **750** for Whole Examination
c) MBA	Rs. **1200** per Semester for Whole Examination

Curriculum

Master of Business Administration (MBA)

Period of study :
2 years (4 Semesters)

Medium : English

Eligibility : i) The candidate should have passed the Bachelors degree of GITAM University or any University except BFA & BOL recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as BE/B.Tech./ B.Pharm/Medicine/Law/CA/ICWA/ACS/AMIE/AIETE, etc., is also eligible. ii) The candidate should have appeared for GAT examination conducted by GITAM University and obtained a rank. iii) Admissions to the programme shall be made on the basis of the rank obtained in GAT subject to the fulfillment of the other eligibility criteria.

Course Structure

Code No.	Paper	Credits
Semester I		
MPDBA 101	Management Theory and Practice	06
MPDBA 102	Managerial Economics	06
MPDBA 103	Business Communication	04
MPDBA 104	Indian Business Environment	06
MPDBA 105	Business Ethics & Corporate Social Responsibility	06
	Total	**28**
Semester II		
MPDBA 201	Financial Management	06
MPDBA 202	Operations Management	06
MPDBA 203	Human Resource Management	06
MPDBA 204	Marketing Management	06
MPDBA 205	Business Law	06
	Total	**30**
Semester III		
MPDBA 301	Strategic Management	06
MPDBA 302	Entrepreneurship & Small Industry	06
3 Courses	From the chosen Elective	16
	Total	**28**

Semester IV

MPDBA 401	Research Methodology & Business Analytics	06
3 Courses	From the chosen Elective	16
MPDBA 418	Project work	10
MPDBA 419	Viva voce	6
	Total	**38**
	Grand Total	**124**

Note :

- After successful completion of first and second semesters, a candidate will be awarded P.G. Diploma in Management. (PGDM).
- After successful completion of all four semesters, a candidate will be awarded MBA.

Electives @ Semester III (Credits)

A. Financial Management

MPDFM 303	Security Analysis and Portfolio Management	06
MPDFM 304	Financial Institutes and Markets	06
MPDFM 305	Financial Services	04

B. Marketing Management

MPDMM 306	Consumer Behaviour	06
MPDMM 307	Advertising Management	06
MPDMM 308	Retail Marketing	04

C. Systems Management

MPDSM 309	System Analysis & Design	06
MPDSM 310	E-Commerce	06
MPDSM 311	Decision Support Systems	04

D. Hospital Management

MPDHM 312	Planning, Organization and Management of Hospital Services	04
MPDHM 313	Total Quality Management and Accreditation of Hospitals	06
MPDHM 314	Hospital Management Information Systems	06

E. Operations Management

MPDOM 315	Operations Research	06
MPDOM 316	Materials Management	06
MPDOM 317	Maintenance Management	04

Electrves @ Semester IV   (Credits)

A. Financial Management

MPDFM 403	Management Control Systems	06
MPDFM 404	International Financial Management	06
MPDFM 405	Financial Derivatives	04

B. Marketing Management

MPDMM 406	Rural Marketing	06
MPDMM 407	Sales Management	06
MPDMM 408	Marketing Services	04

C. Systems Management

MPDSM 409	Enterprise Resource Planning	06
MPDSM 410	Business Analytics	06
MPDSM 411	Business Process Reengineering	04

D. Hospital Management

MPDHM 412	Patient Care Management	06
MPDHM 413	Legal framework of Hospital Management	06
MPDHM 414	Marketing of Health Care Services	04

E. Operations Management

MPDOM 415	Project Management	06
MPDOM 416	Logistics and Supply Chain Management	06
MPDOM 417	Total Quality Management	04

Master of Business Administration (HRM)

Period of study : 2 years

Medium : English

Eligibility :

i)   The candidate should have passed the Bachelors degree of GITAM University or any university except BFA & BOL recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as BE/B.Tech./B.Pharm/Medicine/Law/CA/ICWA/ACS/AMIE/AIETE, etc., is also eligible and

ii) The candidate should have appeared for GAT examination conducted by GITAM University and obtained a rank.

iii) Admissions to the programme shall be made on the basis of the rank obtained in GAT subject to the fulfillment of the eligibility criteria.

Course Structure

Semester I

MPDHR 101	Management Theory and Practice	06
MPDHR 102	Managerial Economics	06
MPDHR 103	Business Communication	04
MPDHR 104	Indian Business Environment	06
MPDHR 105	Business Ethics & Corporate Social Responsibility	06
	Total	**28**

Semester II

MPDHR 201	Financial Management	06
MPDHR 202	Operations Management	06
MPDHR 203	Human Resource Management	06
MPDHR 204	Marketing Management	06
MPDHR 205	Business Law	06
	Total	**30**

Semester III

MPDHR 301	Social Process & Behavioural Issues	06
MPDHR 302	Performance Management	06
MPDHR 303	Employee Welfare & Administration	06
MPDHR 304	Strategic Human Resource Management	06
MPDHR 305	Human Resource Development	06
	Total	**30**

Semester IV

MPDHR 401	Employment Laws	04
MPDHR 402	Compensation Management	06
MPDHR 403	Employment Relations	04
MPDHR 404	Strategic Human Resource Management	06
MPDHR 405	International HRM	06
MPDHR 406	Project Work	10
MPDHR 407	Comprehensive Viva	06
	Total	**36**
	Grand Total	**124**

Note :

- After successful completion of first and second semesters, a candidate will be awarded P.G. Diploma in Management. (PGDM).

- After successful completion of all four semesters, a candidate will be awarded MBA (HRM)

Master of Computer Applications (MCA)

Period of study : 3 years

Medium : English

Eligibility :

i)   The candidate should have passed the Bachelors degree of GITAM University or any university except BFA & BOL recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as BE/B.Tech./B.Pharm/B.Sc/BA/B.Com/BA/Medicine/Law/CA/ICWA/ACS/AMIE/AIETE, etc., is also eligible provided he/she had studied Mathematics as one of the subjects at Intermediate or 10+2 level.

ii) The candidate should have appeared for GAT examination conducted by GITAM University and obtained a rank in GAT subject to the fulfillment of the eligibility criteria.

Course Structure

First Year

Code No.	Subject	Credits
SPDCA101	Problem Solving and Programming	6
SPDCA102	Discrete Mathematics	6
SPDCA103	Computer Organization	6
SPDCA104	Data Structures	6
SPDCA105	Database Management Systems	6
SPDCA106	Communication Skills	4
SPDCA111	Lab-I : C & Data Structures	3
SPDCA112	Lab - II : Database Management Systems	3
	Total	**40**

Second Year

Code No.	Subject	Credits
SPDCA201	Operating Systems	6
SPDCA202	Data Communication and Computer Networks	6
SPDCA203	Object Oriented Technologies and Java Programming	6
SPDCA204	Software Engineering	6
SPDCA205	Design and Analysis of Algorithms	6
SPDCA206	Computer Graphics and Multimedia	6
SPDCA211	Lab - I : Operating Systems	3
SPDCA212	Lab - II : Java Programming	3
	Total	**42**

Code	Title	Credits
SPDCA301	Object Oriented Analysis and Design	6
SPDCA302	Artificial Intelligence and Knowledge Management	6
SPDCA303	Advanced Internet Technologies	6
SPDCA311	Lab-I : Advanced Internet Technologies	3
SPDCA312	Project Work	10
	Viva-Voce	05
	Total	**36**
	Grand Total	**118**

Note :

• After successful completion of first year, a candidate will be awarded P.G. Diploma in Computer Applications. (PGDCA).

• After successful completion of second year, a candidate will be awarded P.G. Advanced Diploma in Computer Applications (PGADCA).

• After successful completion of third year, a candidate will be awarded MCA.

M.Sc. (Biotechnology)

Period of study : 2 years

Medium : English

Eligibility : The candidate should have passed B.Sc. or equivalent exam with any two of the following courses: Biochemistry, Biotechnology, Microbiology, Bioinformatics, Chemistry, Medical Lab Technology, Genetics, Zoology, Botany, Agriculture, Veterinary Science and Environmental Science.

Course Structure

First Year

Code No.	Title of Paper	Credits
SPDBT101	Cell Biology and Genetics	5
SPDBT102	Biomolecules	5
SPDBT103	Biochemical Techniques and Biostatistics	5
SPDBT104	Enzymology and Metabolism	5
SPDBT105	Microbiology and Immunology	5
	Lab – I: Biochemical Analysis and Techniques	2
	Lab – II : Microbiology and Immunology	2
	Total	**29**

Second Year

Code	Paper	Credits
SPDBT201	Molecular Biology	5
SPDBT202	Genetic Engineering	5
SPDBT203	Plant Biotechnology	5
SPDBT204	Animal and Medical Biotechnology	5
SPDBT205	Industrial and Environmental Biotechnology	5
	Lab – III: Molecular Biology & Genetic Engg.	2
	Lab – IV: Plant and Industrial Biotechnology	2
	Project work and viva-voce	10
	Total	**39**
	Grand Total	**68**

M.A (English)

Period of study : 2 years

Medium : English

Eligibility : i) The candidate should have passed 3 or 4 years bachelors degree of any university recognized by GITAM University as equivalent thereto. A candidate with professional qualification such as CA/ICWA/ACS/AMIE/AIETE is also eligible.

ii) The candidate should have appeared for GAT examination conducted by GITAM University. Admissions to the programme shall be made on the basis of the rank obtained in GAT subject to the fulfillment of the eligibility crieria.

Course Structure

First Year

Code No.	Paper	Credits
APDEN101	British Poetry	8
APDEN102	British Drama	6
APDEN103	British Novel	8
APDEN104	Aspects of Language	6
APDEN105	Literary Criticism and Theory	6
	Total	**34**

Second Year

Code No.	Paper	Credits
APDEN201	American Literature	8
APDEN202	Indian English Literature	8
APDEN203	New Literatures in English	6
APDEN204	Australian Literature	6
APDEN205	American Novel	6
	Total	**34**
	Grand Total	**68**

M.A (Economics)

Period of study : 2 years

Medium : English

Eligibility : i) The candidate should have passed any degree other than BFA and BAOL of any university recognized by GITAM University as equivalent thereto.

ii) The candidate should have appeared for GAT examination conducted by GITAM University. Admissions to the programme shall be made on the basis of the rank obtained in GAT subject to the fulfillment of the eligibility criteria.

Course Structure

First Year

Code No.	Paper	Credits
APDEC101	Micro Economic Analysis	8
APDEC102	Macro Economic Analysis	8
APDEC103	Economics of Growth & Development	6
APDEC104	Indian Economic Policy	6
APDEC105	Research Methods in Economics	6
	Total:	**34**

Second Year

Code No.	Paper	Credits
APDEC201	Financial Institutions & Markets	6
APDEC202	Economics of Social Sector & Environment	6
APDEC203	Public Economics	6
APDEC204	International Economics	6
APDEC205	Labour Economics	6
	Total	**30**
	Grand Total	**64**

Master of Commerce (M.Com.)

Period of study : 2 years

Medium : English

Eligibility :

i) The candidate should have passed any degree of any university recognized by GITAM University as equivalent thereto or professional qualification such as CA/ICWA/ACS, etc.

ii) The candidate should have appeared for GAT examination conducted by GITAM University and obtained a rank. Admissions to the programme shall be made on the basis of the rank obtained subject to the fulfillment of the eligibility criteria.

Course Structure

First Year

Code No	Title of Course	Credits
CPDCO101	Perspectives of Management and Behaviour	6
CPDCO102	Managerial Economics	6
CPDCO103	Accounting for Business	6
CPDCO104	Information Technology for Business	6
CPDCO105	Indian Business Environment	6
CPDCO106	Research Methodology & Statisitcal Analysis	6
	Total	**36**

Second Year

Code No	Title of Course	Credits
CPDCO201	Financial Management	6
CPDCO202	Human Resource Management	6
CPDCO203	Marketing Management	6
CPDCO204	India's Foreign Trade	6
CPDCO205	Export Import Procedures and Documentation	6
CPDCO206	International Business	6
	Total	**36**
	Grand Total	**72**

Bachelor of Arts (B.A)

Period of study : 3 years

Medium : Telugu and English

Eligibility : i) The candidate should have passed the two year Intermediate examination conducted by the Board of Intermediate Education of Andhra Pradesh or any examination (10+2) equivalent thereto recognized by GITAM University

ii) The candidate should have appeared for GAT examination conducted by GITAM University and obtained a rank.

iii) The candidate without any formal educational qualification is also eligible provided he/she completes 18 years of age as on 1st July of the year in which he/she seeks admission and is qualified in GAT.

Admission to the programme shall be made on the basis of pass obtained in GAT subject to the fulfillment of the eligibility criteria.

B.A. PROGRAMME: COURSE STRUCTURE

BA-HEP:	BA-HPS: FIRST YEAR	BA-PPS:	CREDITS
AUDFE 101: SPL. ENGLISH / AUDFS 101:: SANSKRIT / AUDFT 101 TELUGU / AUDFH 101 HINDI MODERN INDIAN LANGUAGES	AUDFE 101: SPL. ENGLISH / AUDFS 101: SANSKRIT / AUDFT 101 TELUGU / AUDFH 101 HINDI MODERN INDIAN LANGUAGES	AUDFE 101: SPL. ENGLISH / AUDFS 101: SANSKRIT / AUDFT 101 TELUGU / AUDFH 101 HINDI MODERN INDIAN LANGUAGES	4
AUDFI 102: CONTEMPORARY INDIA: POLITY, SOCIETY & ECONOMY	AUDFI 102: CONTEMPORARY INDIA: POLITY, SOCIETY & ECONOMY	AUDFI 102: CONTEMPORARY INDIA: POLITY, SOCIETY & ECONOMY	8
AUDFS103: SCIENCE & TECHNOLOGY	AUDFS103: SCIENCE & TECHNOLOGY	AUDFS103: SCIENCE & TECHNOLOGY	8
AUDHI 104: CULTURAL HERITAGE OF INDIA	AUDHI 104: CULTURAL HERITAGE OF INDIA	AUDPO 104: PRINCIPLES OF POLITICAL SCIENCE	6
AUDEC 105: MICRO ECONOMICS	AUDPA105: PUBLIC ADMINISTRATION: CONCEPTS & THEORIES	AUDPA105: PUBLIC ADMINISTRATION: CONCEPTS & THEORIES	6
SECOND YEAR			
AUDFE 201: ENGLISH LANGUAGE SKILLS	AUDFE 201: ENGLISH LANGUAGE SKILLS	AUDFE 201: ENGLISH LANGUAGE SKILLS	4
AUDFV 202: INTRODUCTION TO ENVIRONMENT	AUDFV 202: INTRODUCTION TO ENVIRONMENT	AUDFV 202: INTRODUCTION TO ENVIRONMENT	4
AUDHI 203: CULTURAL HERITAGE OF INDIA	AUDHI 203: CULTURAL HERITAGE OF INDIA	AUDPO 203: INDIAN POLITY	6
AUDEC 204: MACRO ECONOMICS	AUDPA 204: INDIAN ADMINISTRATION	AUDPA 204: INDIAN ADMINISTRATION	6
AUDPS 205: GENERAL PSYCHOLOGY	AUDSO 205: SOCIOLOGICAL CONCEPTS	AUDSO 205: SOCIOLOGICAL CONCEPTS	6
AUDPS 206: DEVELOPMENTAL PSYCHOLOGY	AUDSO 206: INDIAN SOCIETY: STRUCTURE & CHANGE	AUDSO 206: INDIAN SOCIETY: STRUCTURE & CHANGE	6
THIRD YEAR			
AUDHI 301: HISTORY OF INDIA (1886 ONWARDS)	AUDHI 301: HISTORY OF INDIA (1886 ONWARDS)	AUDPO 301: POLITICAL THOUGHT	6
AUDHI 302: HISTORY OF MODERN WORLD (1842-1964 AD)	AUDHI 302: HISTORY OF MODERN WORLD (1842-1964 AD)	AUDPO 302: INTERNATIONAL RELATIONS	6
AUDEC 303: PUBLIC ECONOMICS	AUDPA 303: RESOURCES & OFFICE MANAGEMENT	AUDPA 303: RESOURCES & OFFICE MANAGEMENT	6
AUDEC 304: INDIAN ECONOMY	AUDPA 304: LOCAL ORGANIZATION & DEVELOPMENT	AUDPA 304: LOCAL ORGANIZATION & DEVELOPMENT	6
AUDPS 305: SOCIAL PSYCHOLOGY	AUDSO 305: TRIBAL & RURAL SOCIOLOGY	AUDSO 305: TRIBAL & RURAL SOCIOLOGY	6
AUDPS 306: EDUCATIONAL PSYCHOLOGY	AUDSO 306: URBAN SOCIOLOGY	AUDSO 306: URBAN SOCIOLOGY	6
		GRAND TOTAL	100

Bachelor of Commerce (B.Com.)

Period of study : 3 years

Medium : Telugu and English

Eligibility : i) The candidate should have passed the two year Intermediate examination conducted by the Board of Intermediate Education of Andhra Pradesh or any examination (10+2) equivalent thereto recognized by GITAM University

ii) The candidate should have appeared for GAT examination conducted by GITAM University and obtained a rank

iii) The candidate without any formal educational qualification is also eligible provided he/she completes 18 years of age as on 1st July of the year in which he/she seeks admission and is qualified in GAT.

Admission to the programme shall be made on the basis of pass obtained in GAT subject to the fulfillment of the eligibility criteria.

B.Com. PROGRAMME : COURSE STRUCTURE

B.COM:	CREDITS
FIRST YEAR	
AUDFE 101: SPECIAL ENGLISH / AUDFS 101: SANSKRIT / AUDFT 101 TELUGU / AUDFH 101 HINDI	4
AUDFI 102: CONTEMPORARY INDIA: POLITY, SOCIETY & ECONOMY	8
AUDFS 103: SCIENCE & TECHNOLOGY	8
CUDCO 104: BUSINESS ORGANISATION & MANAGEMENT	6
CUDCO 105: BUSINESS ECONOMICS	6
SECOND YEAR	
AUDFE 201: ENGLISH LANGUAGE SKILLS	4
AUDFV 202: INTRODUCTION TO ENVIRONMENT	4
CUDCO 203: PRINCIPLES OF ACCOUNTANCY	6
CUDCO 204: BUSINESS STATISTICS	6
CUDCO 205: FUNDAMENTALS OF FINANCIAL MANAGEMENT	6
CUDCO 206: BANKING: THEORY & PRACTICE	6
THIRD YEAR	
CUDCO 301: ADVANCED ACCOUNTANCY	6
CUDCO 302: AUDITING	6
CUDCO 303: E-BUSINESS	6
CUDCO 304: BUSINESS LAWS	6
CUDCO 305: COST AND MANAGEMENT ACCOUNTING	6
CUDCO 306: INCOME TAX	6
GRAND TOTAL	**100**

P.G. Diploma in Communication Skills (PGDCS)

Students are trained in advanced skills of listening, speaking, reading and writing with a view to making them competent and confident communicators in written as well as spoken English.

Period of study : 1 year

Medium : English

Eligibility : The candidate should have passed any degree or equivalent examination recognized by GITAM University

Code No.	Title of Course	Credits
ADDCS101	Remedial /Functional Grammar and Vocabulary	4
ADDCS102	Language Skills (LSRW Skills)	4
ADDCS103	Phonetics / Spoken English	4
ADDCS104	Communicative English Writing	4
ADDCS105	Verbal & Non-Verbal Communication Skills	4
ADDCS106	Business Communication	4
ADDCS107	Soft Skills	4
	Total	**28**

Diploma in Environment and Sustainable Management (DESM)

Period of study : 1 year

Medium : English

Eligibility : The candidate should have passed any degree or equivalent examination recognized by GITAM University

S.No	Title of Course	Credits
SDDES101	Understanding Environment	4
SDDES102	Sustainable Development: Issues and Challenges	4
SDDES103	Energy and Environment	4
SDDES104	Integrated Environment Management	4
SDDES105	Natural Resources Management	4
	Total	**20**

Diploma in Communicative English (DCE)

Period of study : 1 year

Medium : English

Eligibility : The candidate should have passed the two year Intermediate examination conducted by the Board of Intermediate Education of Andhra Pradesh or any examination (10+2) equivalent there to recognized by GITAM University or a pass in the BA / B.Com entrance examination (GAT) conducted by CDL, GITAM University.

Code No.	Title of Course	Credits
ADDCE101	Remedial /Functional Grammar and Vocabulary	4
ADDCE102	Language Skills (LSRW Skills)	4
ADDCE103	Phonetics / Spoken English	4
ADDCE104	Composition Writing	4
	Total	**16**

Diploma in Computer Applications (DCA)

Period of study : 1 year

Medium : English

Eligibility : The candidate should have passed the two year Intermediate examination conducted by the Board of Intermediate Education of Andhra Pradesh or any examination (10+2) equivalent there to recognized by GITAM University

S.No.	Course Title	Credits
SDDCA101	Computer Fundamentals and PC Software	6
SDDCA102	C Programming and Data Structures	6
SDDCA103	Introduction to Database Management Systems	6
SDDCA104	Introduction to Computer Organization	6
SDDCA111	MS Office Lab	3
SDDCA112	C Programming Lab	3
	Total	**30**

Instructional Design

Medium of Instruction:

English for PG / PG Diploma / Diploma Programmes.

B.A / B.Com., programmes are offered both in English and Telugu media

Course Material:

Comprehensive printed course material, specially designed for self study, shall be provided to every learner. In addition to the course material, the learners are required to read suggested text books and articles published in journals.

Assignments:

Assignments are an integral part of continuous assessment which carries 30 per cent weightage in determining the final grade. Assignment papers will be communicated to the learners by placing them in the university website *www.gitam.edu* or by post during every session. The learners have to prepare the assignments in each programme of study and submit them as per the given schedule. Otherwise, they will not **qualify for** the degree of their study.

The University sends course material to the learners by post. If the learner wants additional copies of course material, they will be provided on payment of Rs. 200/- per course/paper.

Online Learning:

Streaming of lectures (live and recorded), information dissemination and assignment submission are among the important learning activities offered online.

Academic Counseling:

Counseling classes are conducted at CDL in all programmes to enable the learners to have face to face interaction with resource persons. At these sessions, resource persons will provide up-to-date information and conceptual clarifications on doubts of the learners. The resource persons will also give guidance on preparation of assignments and project work. Further, learners will have an opportunity of sharing ideas and experiences with other learners.

Learner Support Services

Library:

Library facility is provided in the Administrative Building of GITAM Centre for Distance Learning where course-wise textbooks are available for the use of learners. The learners will also be permitted to make use of Knowledge Resource Centre (University Central Library) on production of Identity card.

Evaluation:

The performance of the learners shall be assessed, course-wise, on the basis of internal evaluation for 30 marks and year/semester-end examination for 70 marks. Internal evaluation is on the basis assignments and practicals (if applicable). Two assignments for each paper have to be submitted as per the schedule communicated. These assignments will be valued for 30 marks and a candidate has to secure a minimum of 10 marks for a pass in internal assessment.

The year/semester-end examinations are conducted for 70 marks in each paper, out of which a candidate has to secure a minimum of 21 marks. In all, the learner must secure an aggregate of 40 marks (including specified minimum marks in both internal assessment and year/semester-end examination) to secure a pass in each paper.

Year/Semester-end Examination:

Learners will be permitted to appear for the year/semester-end examination subject to the conditions that registration for the course, in which they wish to appear is valid, and minimum time to pursue these courses is completed. The learners should register for all the subjects/courses in the first attempt in any year of study. However, they can appear for examination in courses as per their choice. **Irrespective of result, the learner will be promoted to the next year of the program of study.**

Examination Fees:

BA / B.COM / DIPLOMA / P.G.DIPLOMA	Rs. **550** for Whole Examination Rs. **150** per Paper / Course
MCA / M.COM / M.Sc / MA	Rs. **750** for Whole Examination Rs. **150** per Paper / Course
MBA	Rs. **1200** per Semester for Whole Examination Rs. **250** per Paper / Course

Submission of Application Form (in case of supplementary candidates only):

Examination application forms can be obtained from the Centre for Distance Learning, GITAM University, Visakhapatnam. The learners have to submit duly filled-in examination applications to the University along with Demand Draft / Banker's Cheque drawn in favour of CDL, GITAM University, payable at Visakhapatnam, within the stipulated time.

Revaluation:

Revaluation is permitted wherever there is single valuation as per university rules.

Grading System and Award of Distinction:

Based on the learner's performance during a given year/semester, a final grade will be awarded at the end of the year/semester in each program. The grades and the corresponding grade points are given below:

Absolute Marks	Grade	Grade points
90 and above	O	10
80-89	A+	9
70-79	A	8
60-69	B+	7
50-59	B	6
40-49	C	5
Less than 40	F	0, Failed

The Grade Point Average (GPA) will be calculated as per the formula:

$$GPA = \frac{\Sigma [C \times G]}{\Sigma C}$$

where

C = no. of credits for the course
G = grade points obtained in the course

Grade Point Average is awarded to those candidates who pass in all the courses in that year. The following table explains the GPA required for distinction etc.

Distinction	$\geq 8.0^*$
First Class	≥ 6.5
Second Class	≥ 5.5
Pass	≥ 5.0

* In addition to the required CGPA of 8.0, the learner must have necessarily passed all the courses of every year in the first attempt only.

Opportunity for Betterment of GPA/Class:

1. Candidates who have passed in all the courses of a program and who have obtained a Pass or Second Class are eligible for attempting for Betterment of Grades.
2. Candidates who have already secured a First Class are not eligible for betterment of Grade.
3. Betterment of Grades is permitted only through appearance at the theory examinations.
4. Betterment of Grades is permitted only once and that too within two years of passing.
5. Candidates can appear for betterment upto a maximum of four courses/papers for two year or 4 semester program, and six courses/papers for three year programme.
6. The better of the Grades secured either in the first or betterment appearance shall be considered as the final Grade.
7. New Grade Card / PC shall be issued to candidates who have improved their Grades/Class after submitting the old Grade Card/PC.
8. Candidates have to pay a betterment fee of ₹.1,500/- and ₹.150/-per course additionally (₹.250/- per course for MBA) for grade betterment attempts.

General Guidelines:

(i) 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.

(ii) The learners have to fill-in the admission application form / re-registration form / examination application form carefully and enclose the copies of all required certificates.

(iii) Incomplete application forms / re-registration forms received after due date or having wrong options of courses or electives or false information, shall be rejected.

(iv) Learners offered admission have to join on or before the last date as specified for the purpose. In case they want to seek admission for the next session, they may be permitted to do so, subject to admission rules of the University.

(v) Learners once admitted into any programme will be automatically promoted to the next year/ semester of study irrespective of result at the year/semester end examination. Even those not appearing at the year/semester-end examination will also be promoted. If any learner wishes to discontinue, he/she can do so by submitting a written request. Otherwise the learner has to pay the tution fee as per time schedule announced from time to time.

Reservation:

The University provides reservation of seats for SC, ST and PH categories as per the rules of Govt. of India, for admission to programmes where the number of seats is limited.

Refund of Fee:

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programmes offered by the centre.

Change of Elective:

Change of elective course is permitted within 30 days from the receipt of the course material provided the candidate pays a fee of Rs.300/-. The learners requesting for change of elective should address a request letter to the Director, Centre for Distance Learning, GITAM University, Balaji Metro Plaza, Dondaparthi Main Road, Visakhapatnam-530 016 and return the material received earlier by post or in person.

Change of Medium:

Change of medium in case of B.A/B.Com is permitted within 30 days from the receipt of course material in the **first year** only on payment of Rs.300/- and other conditions stipulated above.

Completion of study:

The learners can complete their degree/diploma within twice the period stipulated for the programme. However, if a learner is not able to complete the program within the stipulated period, he/she may seek readmission by paying Rs.1500/- towards readmission fees and complete the remaining courses.

Instructions for filling the application form for admission into various programmes offered by the University

1. The application duly filled-in together with all the required enclosures should reach the Director, Centre for Distance Learning, GITAM University, Gandhinagar Campus, Rushikonda, Visakhapatnam-530 045 by registered post on or before the date notified in the press.
2. The name of the Learner as well as his/her father /husband should correspond with those as recorded in his/her S.S.L.C./S.S.C/H.S & M.P.S.L.C. Register except those admitted under open system.
3. The date of birth of the learner should correspond with that recorded in his/her SSC or an equivalent examination.
4. Applications sent without registration fees shall be rejected.
5. Incomplete applications will not be considered for admission.
6. Photo copies of the following certificates (as appropriate) should be attached to the duly filled admission application form.
    a. Degree/Provisional Certificate of the previous examination passed
    b. Date of birth extract
    c. Three passport size copies of recent photograph of learner (one to be affixed to the application and the other two to be enclosed).
    d. A crossed Demand Draft/Banker's Cheque towards tuition fee, registration fee, examination fee and recognisiton fee, if applicable.

Contact Information

S.No.	For Enquiries	Contact Person
1.	Identity Cards, Fee Receipt, Admissions	**8179681894**
2.	Non-receipt of course material and assignment question paper	**8179681800**
3.	Learner support services and learner grievances	**Assistant Director, CDL Phone: 0891-2796499, 8179681900**
4.	Change of elective	
5.	Examination schedule, Results-Revaluation, Grade Card, Provisional certificates, Migration Certificate	**Sri VVSN Sastry 8179681888**
6.	Original Degree / Diploma / Verification of Degree / Diploma	
7.	Project Work	
	a) MBA (General) and MBA (HR)	**Dr. G.V. Satya Sekhar Mobile : 8179681896**
	b) MCA	**Sri A. Vara Prasad Mobile: 8179681889**
	c) M.Sc. (Biotechnology)	

Note: Legal matters, if any, must be settled within the purview of Visakhapatnam jurisdiction only.

Learning Resources Centre

First Ranker in MBA receiving Gold Medal from Chief Guest
Prof. L. Venugopala Reddy, Chairman, APSCHE at 3rd Graduation Ceremony

Prof. L. Venugopala Reddy, Chairman,
APSCHE addressing 3rd Graduation Ceremony

Video Studio

Dr. M.V.V.S. Murthi, President, GITAM
Inaugurating Student Portal