हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

(A Central University Established by an Act of Parliament in 1974)

दूर और वास्तविक शिक्षा केन्द्र
CENTRE FOR DISTANCE AND VIRTUAL LEARNING

PROSPECTUS 2020

Vice-Chancellor - UoH, while exchange of MoU with Apollo MedSkills

CDVL UoH - IFCAI
Joint Committee Meeting

Participants of PGDPM with PVC - II

Participants of PGDCJ & FS Programme

Participants of PGDCL & IPR Programme

Participants of PGDCE Programme

हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD

(A Central University established by an Act of Parliament in 1974)
(Listed under UGC Graded autonomy category - I)
University with Potential for Excellence by UGC
MHRD - UGC Declared as Institution of Eminence (IoE)

(UGC - AICTE - DEC Joint Committee Approved Courses)

दूर और वास्तविक शिक्षा केन्द्र

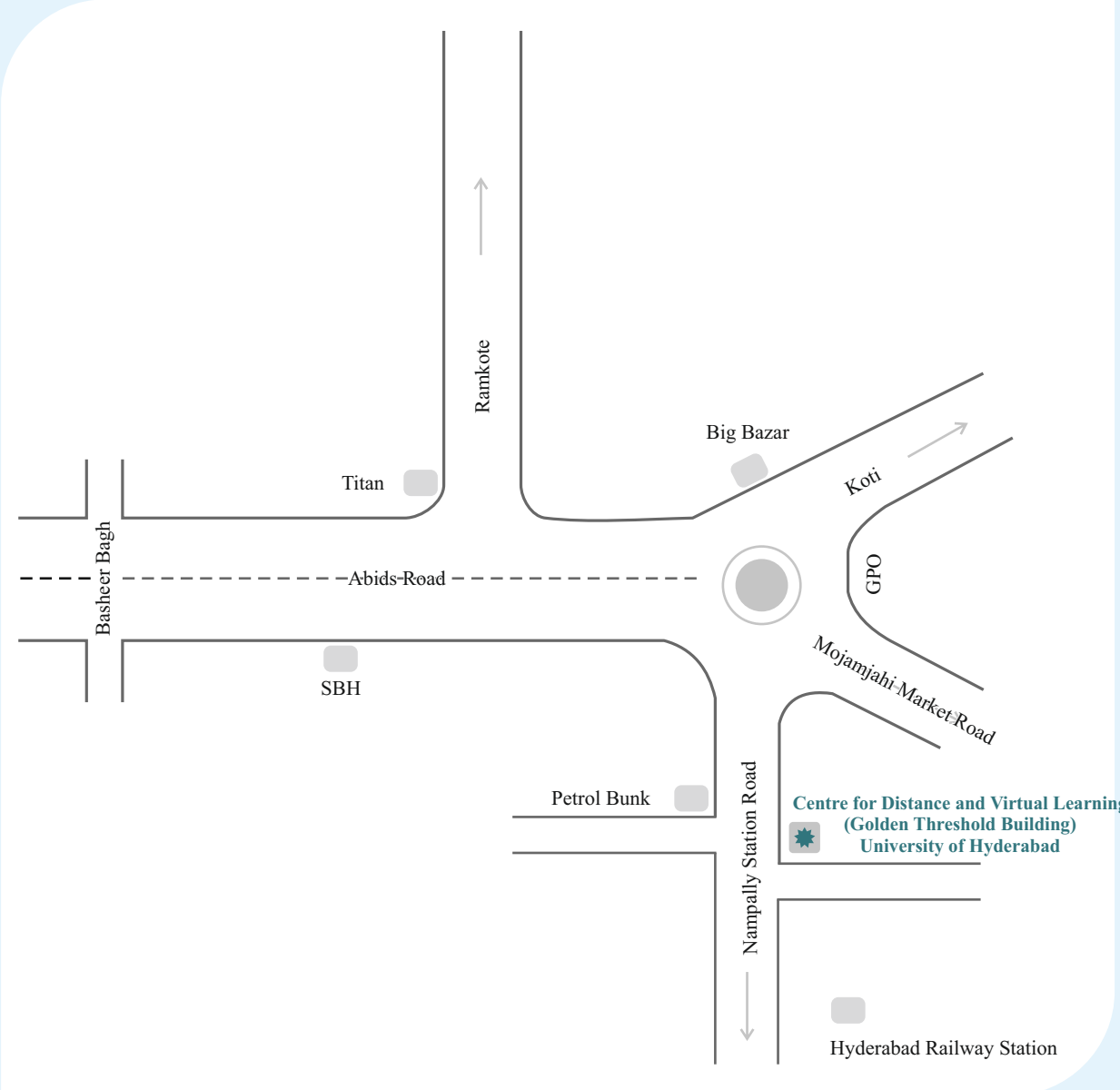
Centre for Distance and Virtual Learning

Golden Threshold Campus, Nampally Station Road,
Abids, Hyderabad - 500 001, Telangana, India
Ph: 040-2460 0264, Fax : 040-2460 0266
e-mail : cdvl.uoh@gmail.com ;
website : www.uohyd.ac.in

REGISTRATION FEE: Rs. 300/-
(Registration fee Payment through online)
Online Link : https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=8920

PROSPECTUS 2020

Route Map


Ramkote
Titan
Big Bazar
Koti
GPO
Basheer Bagh
Abids Road
SBH
Mojamjahi Market Road
Petrol Bunk
Nampally Station Road
Centre for Distance and Virtual Learning
(Golden Threshold Building)
University of Hyderabad
Hyderabad Railway Station

Visitor
THE PRESIDENT OF INDIA

Chief Rector
THE GOVERNOR OF TELANGANA

Chancellor
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PROF. S. JEELANI

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1. THE UNIVERSITY - A PROFILE

The University of Hyderabad, a premier institution of post graduate teaching and research in the country, was established by an Act of Parliament on 2nd October, 1974 as a Central University. The serene campus of the University, located on a sprawling more than 2000 acres, on the old Mumbai Highway, Gachibowli, provides the right learning ambience. The University of Hyderabad (UoH) has been ranked seventh best among the Universities in the country by the National Institutional Ranking Framework of MHRD for the year 2017. It was declared as the Best Central University for the year 2015 and given the visitor's Award by the then Hon'ble President of India. UoH also retains its position as one of the major Universities in India in the area of higher education, achieving honours and attaining that set a benchmark.

The University completed all the phases of University with Potential for Excellence (UPE) and recently recognised as autonomous under Grade-1 category as per UGC-MHRD regulations. The University has also received best rankings in QS & as well as NIFR rankings.

The University is now 40 year's young and it regarded as one of the Major Universities in India in the area of higher education, achieving honours and attending standards that set a bench mark for the universities in India. Our University has also placed in the top 100 in the world, with its achievements.

The University was evaluated by the National Assessment and Accreditation Council (NAAC) and awarded the top grade 'A++'. The University has gone through the re-accreditation process of the NAAC and the NAAC has awarded 'A++' Grade.

The University has also been rated by the National Information System for Science and Technology (NISSAT) of the Department of Scientific and Industrial Research (DSIR), Govt. of India as the only University under the "High Output-High Impact" category among the top 50 institutions in India with applications in citation – index journals. As per a recent report using data from SCOPUS, taking into account the multi-disciplinary performance, the University of Hyderabad has been ranked as No. 1 among the top 25 Universities in the country.

SCHOOLS OF STUDY

The University has twelve Schools of Study - School of Mathematics and Statistics, School of Computer and Information Sciences, School of Physics, School of Chemistry, School of Life Sciences, School of Humanities, School of Social Sciences, Sarojini Naidu School of Performing Arts, Fine Arts and Communication, School of Management Studies, School of Medical Sciences and School of Engineering and Technology and School of Economics. All the Schools of the University are located on the main campus. While some Schools are single-discipline Schools, others have Departments and Centres attached to them. There are some stand alone academic centres.

There has been a special emphasis on promoting inter-school and inter-disciplinary teaching and research in the University.

The University also offers professional Postgraduate Diploma Programmes in the Distance Mode especially in interdisciplinary subjects.

MULTI CULTURAL LEARNING

Under the Study in India Programme (SIP), the University offers international students, both short term and semester courses on various aspects of Indian Society – its heritage, history, social, cultural, economic and political aspects and Indian languages etc. This offers a unique multicultural learning opportunity to the students. In this regard, the University has Memoranda of Understanding with several American Universities that send students regularly for the programme.

CAPACITY BUILDING

In addition, Human Resource Development Centre has been functioning on the University campus for capacity building of teachers in colleges and universities as part of the New Education Policy (1986). The Centre organizes orientation and refresher courses for college and university teachers within and outside the University.

DISTINGUISHED FACULTY

The University has more than 400 highly qualified and talented Faculty, many of whom are recipients of national and international awards and honours. The honours and awards received by the faculty include: Shanti Swaroop Bhatnagar Award, Ramon Magsaysay Award, Alexander von Humboldt Fellowship, Padma Shri and Padma Bhushan

Awards, Leverhulme Fellowship, Third World Academy of Sciences (TWAS) Award, Fulbright Visiting Professorship, Shastri Indo-Canadian Institute Faculty Research Fellowship, Charles wallance India Trust Short Term Fellowship, ACLS Award, Membership of American Linguistic Society, Sahitya Academy Award for Literature and Translation, Visiting Scientist/Professor positions (including exchange programmes), Fellowship of the Royal Society of Chemistry (FRSC), British Council and Commonwealth Staff Fellowship, Fellowship of Royal Society, Editorship of reputed international journals and membership of prestigious organizations.

The Faculty regularly undertakes teaching and research in India and abroad. They are on the editorial boards of many reputed journals and serve on important national committees and are members of official delegations of the Government.

RESEARCH

In the last three decades, the University Faculty have published more than 11,000 research works including 700 books, many of which have been acclaimed by the academic community and have proved useful for teaching and research programmes. The University Faculty has attracted large research funding for individual research projects from various national and international agencies and large industrial houses.

ACADEMIC PROGRAMMES

Over the years, the academic programmes which enroll students through competitive process conducted all over the country, have flourished well. The presence of students and teachers on the campus, drawn from diverse cultures and various languages from all over the country and abroad, makes the University a truly cosmopolitan institution of higher learning.

INFRASTRUCTURE FACILITIES

It also has a wide range of facilities, a well-stocked Digital Library which is enhanced by School and Department holdings from donations and project grants – the latest computer technology, attractive and comfortable hostels set in an aesthetically pleasing environment conducive to study, sports complexes, conference halls, well-equipped laboratories, and a sense of community on its self-contained campus. These facilities are well supported by strong and dedicated Administrative staff.

2. Centre for Distance and Virtual Learning

The Centre is one of the oldest centres of the University of Hyderabad which was officially established in the year 1994, based upon the directions received from the UGC and MHRD. The Centre initially started with two diploma, programmes. Presently it is offering sixteen One year Post Graduate Diploma Programmes, which are employable, knowledge oriented and skill developing programmes. These programmes are offered through distance mode, i.e., correspondence cum contact programme. Most of the students are working employees from various state and central government offices, few are IAS and IPS Officers, Lawyers, Magistrates; some are executives from multi national companies, corporate sectors, NGOs and also housewives. These distance programmes are also approved by the UGC-AICTE-DEC joint committee. In order to maintain the standards in the quality of teaching in distance courses, the regular faculty from the university have put their best efforts in designing the courses, framing the syllabus, development of study material and conducting the contact classes. The regular faculty are also involved in the examination and evaluation process. Though there is lot of demand all over the country for these courses, the university has not permitted to setup any study centres as the quality of teaching at the study centres will differ from the main campus. The students of these programmes have to attend 5 to 10 days for the contact classes once a year except for some management courses, twice in a year. The Centre for distance and virtual learning is also jointly offering post graduate diploma programmes with NAARM (National Academy of Agricultural Research Management),NIRD & PR (National Institute of Rural Development & Panchayati Raj), BSNL (Bharat Sanchar Nigam Limited). It is also jointly offering PG Diploma Programmes with Apollo Med Skills, Hyderabad and Truth Labs for the benefit of the students in quality of learning and practical training. CDVL has recently recognized as National Consultative Member for finalization of NAAC ODL accreditation procedures.

2.1 List of Distance Education Diploma Programmes (One Year) & Eligibility

1	Post-Graduate Diploma in Project Management (PGDPM)	Any graduate from a recognized University
2	Post-Graduate Diploma in Business Management (PGDBM)	Any graduate from a recognized University
3	Post-Graduate Diploma in Library Automation & Networking (PGDLAN)	Graduate in Library Science from a recognized University
4	Post-Graduate Diploma in Cyber Laws & Intellectual Property Rights (PGDCL & IPR)	Any graduate from a recognized University
5	Post-Graduate Diploma in Communicative English (PGDCE)	Any graduate from a recognized University
6	Post-Graduate Diploma in Criminal Justice & Forensic Science (PGDCJ&FS)	Any graduate from a recognized University
7	Post-Graduate Diploma in Governance (PGDG)	Any graduate from a recognized University
8	Post-Graduate Diploma in Human Rights (PGDHR)	Any graduate from a recognized University
9	Post-Graduate Diploma in Chemical Analysis & Quality Management (PGDCAQM)	Any graduate with Chemistry or B.Pharmacy as one of the subjects from a recognized University
10	Post-Graduate Diploma in Technology Management in Agriculture (PGDTMA)	Post Graduate or any graduate from a recognized University with 2 years experience.
11	Post-Graduate Diploma in Education Technology Management (PGDETM)	Post Graduate or any graduate from a recognized University with 2 years experience.
12	Post-Graduate Diploma in Telecom Technology & Management (PGDTTM)	Engineering graduates from a recognised university in ECE/EEE/EIE/ETC/ICT branches and other engineering graduate with Electronics as one of the subjects. M.Sc Electronics / AMIE from a recognised University. Other Engineering or B.Sc graduates with Electronics/Physics/Maths/ Computer Science as one of the subjects from a recognised university with 2 years of experience in the field of Telecommunications. However, a Diploma in ECE/EEE is counted on par with Two years of Experience.
13.	Diploma in Panchyati Raj Governance & Rural Development (DPRG & RD)	Any graduate from a recognized University
14.	Post-Graduate Diploma in Hospital Management (PGDHM)	Any graduate from a recognized University
15	Post-Graduate Diploma in Health Care Management (PGDHCM)	Any graduate from a recognized University
16	Post-Graduate Diploma in Infection Prevention and Control (PGDIPC)	Any graduate from Health, Medical, Nursing and Allied Health Sciences (OR) Any other graduates with 2 years demonstrated experience in Health Care Sector.

NOTE: **Sl. No. 10 & 11 .** This Course is offered jointly with National Academy of Agricultural Research Management. (NAARM) Please see the website: **www.naarm.org.in** for admission details. **(Contact No : 040-24581310 / 379)**

Sl. No. 12. This Course is offered jointly with the National Academy of Telecom Finance & Management, BSNL (NATFM) Please see the website: **www.natfm.bsnl.co.in** for admission details. **(Contact No : 040-2300 2200)**

Sl. No. 13. This Course is offered jointly with NIRD & PR. Please see the website : **www.nird.org.in ; Ph : 040 - 2400 8526**

Sl.No. 14 & 15 : The Courses are jointly offered with Apollo MedSkills Ltd. For further details contact **Ph No. 9885773424 and Website : www.apollomedskills.com**

Sl.No. 16 : The course is jointly offered with **IFCAI, Hyderabad. Website : www.ifcai.in ; Ph. 040 - 42212432 / 33**

2.2 ELIGIBILITY CRITERIA

Admissions to the Distance Education PG Diploma programmes are open to all those who fulfill prescribed qualifications. Admissions are made strictly on the basis of merit. The marks obtained by the applicants in their graduate examination (i.e., B.A. / B.Sc. / B.Com. / B.Lib.Sc. / B.E. / B.Tech. / M.A. / M.Sc. / M.Com. / MBA etc.) is the basis on which the merit list for admission is prepared for all courses.

Therefore only students who have completed their courses/degree or at least have taken their final examinations (awaiting results) are eligible to apply for admission into these Post-Graduate Diploma Programmes. However final admission will be considered only after submission of required certificates for eligibility. Further additional academic qualifications and professional experience are taken into consideration for all admissions.

The target groups for these programmes are either in-service personnel looking to improve their skills and knowledge or fresh graduates wishing to acquire qualification and improve their employability. Students pursuing other full time or part-time courses in this University or other Universities / Institutions may also seek admission to these programmes provided they fulfill the eligibility criteria.

The University reserves the right to decide to conduct the course and also the exact number of students to be admitted in each programme, depending on the demand for the course and its course delivery capacity.In case the university could not conduct the course due to unavoidable reasons, such applications will be considered for the next year as per university norms. In case minimum number is not received the applications will be considered for 2nd choice given in the applications. It will also considered for next two years.

The eligibility of students passing their qualifying examinations from Universities following the letter grading system / Cumulative Grade Point Average (CGPA) will be determined on the basis of percentage equivalent to the letter grade / CGPA obtained by the students as per the conversion formula adopted by the University concerned. In the absence of any such formula, the decision of this University will be final in determining the percentage equivalence.

3. ADMISSION PROCEDURE

3.1 INTIMATION OF SELECTION

The candidates selected for admission will be intimated individually under certificate of posting and also through the email (addresses if provided to the CDVL office).

3.2 RESERVATIONS FOR SC/ST/OBC STUDENTS

Reservations for SC/ST/OBC students will be in accordance with the policy of the Government of India and the guidelines of the University Grants Commission. Students applying for such programmes should submit, along with their application, a copy of their caste/tribe Certificate from a Revenue Officer not below the rank of Tahasildar / Mandal Revenue Officer.

3.3 RESERVATIONS FOR PHYSICALLY CHALLENGED (PC) STUDENTS

3% of admissions for each course are reserved for physically challenged students with the minimum degree of disability to the extent of forty percent, provided that their physical disability does not hamper pursuit of the course. Each physically handicapped student shall be required to submit a certificate from a Civil Surgeon indicating the extent of visual/physical disability and also the extent to which the disability hampers the student in pursuing his/her studies. The students may have to undergo a fresh medical examination, if decided by the University, before being admitted.

3.4 ADMISSION OF FOREIGN STUDENTS

Foreign students residing in India or abroad are eligible to apply for admission in the prescribed form within the stipulated date. Those who have passed the qualifying examination from Universities outside India should enclose relevant certificates i.e.. marks sheets with the English version (if they are in a different language), duly attested for admission to any Programme, the foreign students must have passed the qualifying examination and proficiency in English is a pre-condition for admission. They have to pay programme fee at a different rate as shown under sub heading Programme fee for foreign Students (5.5).

4. GENERAL INFORMATION

4.1 ADMISSION

Students found eligible will be issued Provisional admission letter. Only the students who pay the fees within the stipulated date are treated as admitted. Mere receipt of admission offer letter does not entitle any right to claim admission.

Verification of all the original certificates/ marks certificates will be done at the time of contact classes on the campus. The students are, therefore, required to bring their original certificates when they attend contact classes. Students will be permitted to appear for the term-end examination only after the verification of relevant original certificates, until then their admission will be provisional.

4.2 SUBMISSION OF APPLICATION FORMS

Applications completed in all respects accompanied by copies of relevant certificates attested can be sent to the following address on or before the last date prescribed on the admission application form.

4.3 LIST OF ENCLOSURES

The following is the List of Self-Attested Enclosures to be submitted along with the Admission Application for registration:

1. Online Payment Receipt Copy
2. Secondary School Certificate (SSC) or Matriculation (Date of birth proof).
3. Intermediate/Higher Secondary Education, 10+2.
4. Provisional / Original Degree
5. Any other higher qualification Certificate
6. Passport Photos 2 Nos. in cover.

The Section Officer, Centre for Distance and Virtual Learning, University of Hyderabad, Golden Threshold Building, Abids, Nampally Station Road, Hyderabad - 500 001.

4.4 ENROLLMENT NUMBER

On payment of programme fee, students will be informed of their enrollment number which will also be displayed on their Enrollment Cards. This enrollment number will continue for a maximum period of three years, or until the course is completed, whichever is earlier. The same number will be used as the examination roll number of the student. Readmission is given for the same programme after receiving the prescribed fee.

4.5 ENROLLMENT CARD & STUDY MATERIAL

On receipt of the programme fee, Enrollment Card (indicating the Student's Name, Programme, Date of Admission & Enrollment Number) will be issued. Study material soft copy (or) Hard copies will be sent to enrolled students by post. If the students avails only soft copy and does not request for hard copy of the material, an amount of Rs. 3000/- will be reduced from the total fee for all courses and Rs. 4000/- for PGDBM Programme.

4.6 PROGRAMME SCHEDULE

The programmes are spread over two terms in a year . Those who are not in a position to complete all the papers in the two terms at a stretch can defer a term or a part thereof, provided they complete the programme within a total period of three years, including the year in which the students are enrolled.

4.7 CONTACT CLASSES AND PRACTICAL WORK

All students admitted to the distance education programmes are required to attend contact classes at the University campuses. The contact classes will be 5 to 10 days in a term. 70% attendance is mandatory in the contact classes and practical sessions. They must participate, to the satisfaction of the Co-ordinator of a programme or tutors of the courses and the Faculty of CDVL, in study-seminars, sessions and counseling sessions as may be prescribed. This carries a weight age of 10% of the total marks depending upon their performance.

4.8 EXEMPTION FROM CONTACT CLASSES

Requests for exemption from attending contact programs/ practical work shall not be entertained. Students have to attend the contact classes for 5 to 10 days in each term for courses like PGDPM, PGDBM and PGDCL&IPR, while the other courses have only one contact programme.

4.9 ACCOMMODATION

Accommodation is not guaranteed. However Accommodation will be given in Guest house / Hostel by the concerned officials in Gachibowli campus based on the availability.

5. PAYMENT OF FEE AND FEE STRUCTURE

5.1 MODE OF PAYMENT

Students admitted have to pay the relevant fee in two equal installments or in one lumpsum within the prescribed date mentioned in the Admission Offer Letter. All payments should be made through Online. **"https://www.onlinesbi.com/prelogin/icollecthome.htm ? corpID=8920"**. **(or) SBI Collect**
No other mode of payment shall be accepted.

5.2 DELAYED PAYMENT

If a student fails to pay the 2nd instalment fee by the due date with or without late payment, 2nd term study material shall not be dispatched. However, in exceptional cases, the university may permit students to continue their studies by paying the second term fee for the next session and attending contact sessions subject to payment of the following penalties.

DEFERMENT CHARGES ON COURSE FEE

a) First Deferment - Rs. 1,000/-

b) Second Deferment - Rs. 1,500/-

DEFERMENT CHARGES FOR CONTACT CLASSES (OR) EXAMINATIONS / PROJECT WORK

a) First Deferment - Rs. 500/-

b) Second Deferment - Rs. 1000/-

1. Fee once paid will not be returned by the University under any circumstances. All disputes are subject to the Greater Hyderabad Jurisdiction.

2. After the payment of Deferment fee, the student can complete the course within three years from the date of admission, including the year of admission. The Student if defer the First Term, then has to pay Deferment fee along with Second Term fee.

5.3 REIMBURSEMENT OF TUITION FEE FOR SC/ST/OBC STUDENTS BY SOCIAL WELFARE DEPT.

Students belonging to SC/ST/OBC, categories are required to pay their programme fee and then submit their scholarship forms duly filled in all respects to the social welfare department after taking endorsement from the CDVL for reimbursement of fee.

5.4 PROGRAMME FEE PARTICULARS

S. No.	Programme	1st Installment in Rupees	2nd Installment in Rupees	Total in Rupees
1.	PGDPM	9,500/-	9,500/-	19,000/-
2.	PGDBM	9,500/-	9,500/-	19,000/-
3.	PGDLAN	7,500/-	7,500/-	15,000/-
4.	PGDCL & IPR	10,000/-	10,000/-	20,000/-
5.	PGDCE	4,500/-	4,500/-	9,000/-
6.	PGDCJ & FS	9,000/-	9,000/-	18,000/-
7.	PGDG	4,500/-	4,500/-	9,000/-
8.	PGDHR	4,500/-	4,500/-	9,000/-
9.	PGDCAQM	9,000/-	9,000/-	18,000/-
10.	PGDTMA	12,500/-	12,500/-	25,000/-
11.	PGDETM	12,500/-	12,500/-	25,000/-
12.	PGDTTM	20,000/-	20,000/-	40,000/-
13.	DPRG & RD	5,000/-	5,000/-	10,000/-
14.	PGDHM	30,000/-	30,000/-	60,000/-
15.	PGDHCM	30,000/-	30,000/-	60,000/-
16.	PGDIPC	25,000/-	25,000/-	50,000/-

Online Fee Payment Link : https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=8920

NOTE: 1. If the students avails only soft copy and does not request for hard copy of the material, an amount of Rs.3000/- will be reduced from the total fee for all courses and Rs. 4000/- for PGDBM Programme.

2. The PGDHR Students have to pay Rs. 200/- towards cost of a special issue of "the Journal of Human Rights" along with 2nd term fee.

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Sl. No. 12 : This Course is offered jointly with National Academy of Telecom Finance & Management, BSNL. Please see the website: **www.natfm.bsnl.co.in** for admission details. **(Contact No : 040-2300 2200)**

Sl. No. 13 : This Course offered jointly with NIRD & PR. Please see the website : **www.nird.org.in; Ph. 040 - 2400 8526**

Sl. No. 14 & 15 : The Courses are jointly offered with Apollo MedSkills Ltd. For further details contact

Ph No. : 9885773424 and Website : www.apollomedskills.com

Sl. No. 16 : The course is jointly offered with **IFCAI, Hyderabad. Website : www.ifcai.in ; Ph. 040 - 42212432 / 33**

5.5 FEE FOR FOREIGN STUDENTS : (Payment should be made in US$)

S. No.	Programme	1st. Installment in US$	2n Installment in US$	Total in US$
1.	PGDPM	420	420	840
2.	PGDBM	420	420	840
3.	PGDLAN	300	300	600
4.	PGDCL & IPR	420	420	840
5.	PGDCE	180	180	360
6.	PGDCJ & FS	360	360	720
7.	PGDG	150	150	300
8.	PGDHR	150	150	300
9.	PGDCAQM	420	420	840
10.	PGDTMA	600	600	1200
11.	PGDETM	600	600	1200
12.	PGDTTM	1200	1200	2400
13.	DPRG & RD	----	-----	-----
14.	PGDHM	1260	1260	2520
15.	PGDHCM	1260	1260	2520
16.	PGDIPC	700	700	1400

Online Fee Payment Link : https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=8920

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Sl. No. 16 : The course is jointly offered with **IFCAI, Hyderabad. Website : www.ifcai.in ; Ph. 040 - 42212432 / 33**

6. EVALUATION

The evaluation system of the PG Diploma programmes is designed to test the student's progress systematically in the courses offered, through internal assessments as well as term-end examinations.

6.1 INTERNAL ASSESSMENT OF ASSIGNMENTS:

Internal Assessment will be done through evaluation of assignment which will be sent along with the course material. They will be evaluated for 30% of the total marks. **The Completed Assignments should be sent back to the Assistant Registrar, Centre for Distance and Virtual Learning, Nampally Station Road, Abids, Hyderabad-500001 within the stipulated date.**

6.2 TERM-END EXAMINATIONS:

Performance of the student will also be assessed through a term-end examination and student should score minimum of 40% marks out of 60. Only those students who attended the contact sessions and submit assignments before the stipulated date are eligible to take the Term-end examinations.

6.3 EXAMINATIONS FOR FOREIGN NATIONALS/NRIs:

Efforts will be made to conduct term-end exams for NRI/ Foreign students with the help of the Indian Embassies/Indian High Commission situated there. In case it is not feasible to conduct exams in the country of their where they are staying, they should be prepared to come and appear for examinations at the campus of University of Hyderabad.

6.4 CONTACT SESSIONS FOR FOREIGN NATIONALS/ NRIs :

The University will conduct classes for 5-10 days abroad, if the number of foreign / NRI students are more then 15 at a place. In individual cases Foreign nationals and NRIs staying abroad are exempted from contact sessions, but, they should submit a term paper on a specified topic at least 15 days before the commencement of the examinations. The topic of term paper will be intimated to the students, if the student applies for exemption well in advance.

7. RESULTS

The final result for each programme is determined on the basis of :

- Attendance in contact classes and practicals.
- Internal Assessment or Assignments.
- Performance in the term-end examination, in the ratio 10:30:60.

The final result in each course will thus be calculated in the following manner:

A student is declared passed in a course only if he/she secures a minimum of 40% marks in all, provided he/she secures a minimum of 40% marks i.e 24 marks in the term end examinations. Students with less than 40% marks in aggregate in any course taken by him/her may appear for re-examination in the next term-end examination. Candidates who failed in any paper have to pay Rs. 500/- per paper to appear in the subsequent examinations.

S. No.	Test types	Relative Weightage
1.	Contact classes Counseling / Practicals or Term Paper/Lab Test	10%
2.	Internal Assessment (Assignments)	30%
3.	Term-end Examination	60%

Note: Candidate who have not submitted assignments and attended contact classes will NOT be permitted to write the examinations.

7.1 GRADING

Successful students will be awarded divisions on the basis of the average marks obtained by them as follows:

- **First Division with Distinction - 75% & above**
- **First Division - 60 % & above but below - 75%**
- **Second Division - 50% & above but below - 60 %**
- **Third Division - 40% & above but below - 50%**

7.2 IMPROVEMENT

Students may improve their performance in any course on payment of Rs.1000/- for each paper. This facility will be given only once in a course and should be requested within four weeks of the announcement of results. There is no provision for improvement of marks for assignments, contact classes, practical sessions (wherever compulsory) or for Project Work/Project Reports.

7.3 RE-COUNTING

Re-counting of term-end exam answer scripts will involve recounting of marks, totaling and a special scrutiny to see if any portion of a question or a whole question was inadvertently left unmarked. Requests for re-counting should be made within 21 days from the date of publication/announcement of results, and should be accompanied by a online e-receipt for Rs. 500/- per paper. The results of re-counting will normally be communicated to the students before the commencement of next examination. If any variation is found as a result of re-counting, the University will accept the higher of the two, and a revised marks memo will be issued to the students. There is no provision for re-evaluation of assignment marks and Exam answer scripts.

7.4 RE-EXAMINATION

Students who fail to complete the course requirements of a given term can defer any course or all courses to the next year. They could also defer the complete programme to the next academic year. Any assignments done and internal assessment marks earned will be carried forward to the next term/year. Students, who fail in a course in a term, may pursue the 2nd term by paying the remaining part of the programme fee. They can appear for re-examination in the failed courses at the subsequent terminal examination by paying the deferment fee. **The center will conduct supplementary exams along with year end examinations only.**

All students are expected to complete their course requirements within a period of 3 academic years, including the year of admission. Those who do not complete the programme in all respects can re-enroll themselves for the programme by paying half of the Programme Fee. (This will be applicable only to those, who paid fee for both terms.) In such cases study material will not be issued again. After 6 years student can continue the course by Re-admission by paying full fee.

7.5 MEMORANDUM OF MARKS

Marks memos will be issued to students on completion of Examination. However, Provisional Certificate-cum-memorandum of marks will be issued only after the student completes all course requirements.

7.6 FINAL DIPLOMA CERTIFICATE

Final Diploma Certificate will be issued on payment of Rs.500/- towards the final Diploma Certificate within one year after successful completion of the Programme.

7.7 DUPLICATE CERTIFICATE / ENROLMENT CARD

The Enrolment card, certificate of diploma, marks memo, will be issued only once. If the student loses the Enrollment card /provisonal cum consolidate marks, the student can request the Director (CDVL) for a duplicate certificate on payment of Rs.500/- through Online. However, duplicate of the Final Diploma Certificate will be issued only after producing necessary police enquiry Certificate and payment of Rs.1000/- through Online.

7.8 TRANSFER OF CREDITS/MARKS

A candidate who has successfully completed the PG Diploma programme from the CDVL, and wishes to join another diploma programme of the CDVL, with common papers, will be exempted from the assignments, contact classes and examinations for those papers which are common. The marks and credits for the papers which are common will be reflected in both the courses. However, she/he should pay all tuition fees prescribed by the University from time to time for the programme.

8. INFORMATION ABOUT THE POST-GRADUATE DIPLOMA PROGRAMMES

8.1 POST-GRADUATE DIPLOMA IN PROJECT MANAGEMENT (PGDPM):

The programme is aimed at imparting knowledge and skills in Project Management. The Programme offers courses that span the macro-economic environment of projects, principles of management and functional areas of management among others. The course is designed to provide the most refined skills in understanding economic aspects of planning coupled with managerial aspects. It addresses the professional needs of managers, executives and industrialists engaged in planning, management and execution of projects of varied nature by providing them the necessary theoretical orientation, discussion and analysis of practical problems in project appraisal/feasibility, as well as management of finance, marketing and human resources.

Course Structure:

Term - I

DPM 411 : Managerial Economics & Planning

DPM 412 : Principles of Management and Organizational Behaviour

DPM 413 : Accounting & Financial Management

DPM 414 : Principles of Marketing Management

Term - II

DPM 421 : Human Resources Management

DPM 422 : Project Management

DPM 423 : Project Finance

DPM 424 : Project Work

Co-ordinator : Prof. Mary Jessica, School of Management Studies, University of Hyderabad. e-mail:vmjsun@gmail.com, Ph: 040- 23135005

8.2 POST-GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM)

This postgraduate diploma is being offered to cater to the needs of the rapidly growing industries in the globalized economy. The programme is mainly targeted for the individuals who wanted to experience various emerging issues in the field of Business Management. The course is useful to the employees of public sector and private sector to enhance their problem solving and decision making skills. The diploma is designed to satisfy the needs of the individuals to pursue their further Education in the field of Management. It also addresses the professional needs of managers and executives in dealing with day to day business/managerial problems. The programme has twelve courses. The courses DBM 411, 412, 413, 414, 415 and 416 are offered in the 1st term. The courses include Principles of Management & Organizational Behavior, Marketing Management, Financial & Management Accounting, Human Resource Management, Management Information Systems and Quantitative & Research Methods. There are six courses offered in the second term. Among these, Strategic Management and Operations Management are two compulsory courses and the student has to choose three elective courses of his choice from the list given below. The sixth paper in II term i.e. DBM 440 is a project report, which is to be submitted by every student. The objective of the project report is to bridge the gap between the theory and practice. This is to be prepared based on the inputs obtained in two terms along with their industrial exposure. This programme is offered by the faculty members of the School of Management Studies besides a large number of resource persons drawn from industry.

Course Structure:

Term - I

DBM 411 : Principles of Management and Organizational Behaviour

DBM 412 : Marketing Management

DBM 413 : Accounting & Financial Management

Part I : Accounting for Management

Part II : Financial Management

DBM 414 : Human Resource Management

DBM 415 : Management Information Systems

DBM 416 : Quantitative and Research Methods

Part : Quantitative Methods

Part II : Research Methods

Term - II

DBM 421 : Strategic Management

DBM 422 : Operations Management

DBM 423 : 3 Electives to be chosen from 13 electives from 423 to 435

DBM 440 : Project Work

ELECTIVES

DBM 423 : Customer Relationship Management
DBM 424 : Marketing of Services
DBM 425 : Sales and Distribution Management
DBM 426 : Supply Chain Management
DBM 428 : Quality Management
DBM 429 : Security Analysis and Portfolio Management
DBM 430 : Financial Risk Management
DBM 431 : Strategic Financial Management
DBM 432 : Team Building and Leadership
DBM 433 : Management of Change and Organizational Development
DBM 434 : Performance Management
DBM 435 : Project Management
DBM 440 : Project Report

Co-ordinatior: Prof. B. Raja Shekhar, School of Management Studies, University of Hyderabad, e-mail: brsms@uohyd.ernet.in, Ph: 040-23135003

Associate Co-ordinator: Prof. G.V.R.K. Acharyulu, School of Management Studies,UoH; e-mail : acharyulu_gvrk@yahoo.com, Ph: 040-23135010

8.3 POST-GRADUATE DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING (PGDLAN)

The Post-Graduate Diploma in Library automation was introduced in January 1998 by the Indira Gandhi Memorial Library, University of Hyderabad. The focus of the program is to enable Library Science graduates and working Librarians to understand planning, organizing, maintaining and implementing library automation in their libraries. It provides basic concepts of library automation and the necessary skills in the form of hands-on-training on the related hardware and software during the contact classes at the end of each semester. Various operations of library automation and networking are explained through live demonstrations.

The programme emphasizes practical, hands-on training for which a fully equipped e-learning laboratory with 30 computer systems is available within the library. The library is fully computerized with a digital library with the necessary I.T infrastructure to teach and conduct practical classes in various techniques ion library automation and networking. The lectures are delivered by highly qualified senior Library Science teachers and professionals from various institutions. At the end of the course, participants are required to prepare a project report, which is evaluated along with the marks obtained in the term examination. The course is expected to improve employability and enhance employability and enhance competency to working library professionals.

Course Structure :

Term - I

DLAN 411 : Introduction to information Technology (Block I, II, III, IV)
DLAN 412 : Information Systems
DLAN 413 : Bibliographic Database Management Systems

Term - II

DLAN 421 : Library Automation
DLAN 422 : Library Networks (Block I to IV)
DLAN 423 : Dissertation / Project Work

Co-ordinator : Dr. N. Varatharajan, University Librarian

Tel : 040-23132600, e-mail : nvrlib@uohyd.ernet.in

Associate Co-ordinator : Dr.B. Ravi, Librarian, Tel : 040-23132613; e-mail : brlib@uohyd.ernet.in

8.4 POST-GRADUATE DIPLOMA IN CYBER LAWS AND INTELLECTUAL PROPERTY RIGHTS (PGDCL & IPR):

The Internet is bringing about a world of change in the field of business and commerce in India: e-commerce, Internet Banking, e-governance, etc. For these technological developments to be effective, a congenial legal environment is mandatory. The Government of India has on the anvil a number of bills to provide a legal environment in which e-commerce/ e-banking transactions can take place; so that there would be legal remedies readily available to settle disputes. This interdisciplinary course is designed to address the needs of the Legal Community as also of Scientists, Technologists, Software Personnel explaining to them the Technical and Legal issues of Cyber Laws and Intellectual Property Rights. It is a bridge-course wherein Legal Personnel are taught the intricacies of computers and security management while software personnel are taught the essential legal subjects of relevance to their profession. The course also focuses on Intellectual Property Rights because of their relevance to both the Scientific and Legal Community. Computer lab classes will be conducted before and after the contact classes, for an extended period based on adequate response from the participants. These classes will be conducted in the recently developed Cyber security and IPR Lab of the University. In addition to the usual lab classes in MS-Office, C-Language, there will be Lab sessions in Legal Databases, hacking and its prevention, Encryption and Decryption of Digital Signatures based on RSA-algorithm and accessing the Patent Database etc. Hands-on Lab experience is an integral and important part of the course structure. Also, participants are given free access to the internet and encouraged to visit relevant Legal sites for Case Law and project work. The course would be an important additional qualification for legal personnel specializing in Cyber Laws and IPR Laws. Also, software personnel would find opportunities for employment as Patent Agents and with Patent-cells of the software organizations. Some of our participants found employment with reputed firms of Solicitors and some others are pursuing L.L.M. in different Universities in U.K.

Course Structure:

Term - I

Note: Courses DCL 412 & 415 are compulsory. Two

Optional Courses from the remaining four are to be taken to complement the knowledge of the participant.

DCLIPR 411 : Introduction to Computers & Personal Productivity Software

Part I : Introduction to Computers andh Programmin in C

Part II : Personal Productivty Software

DCLIPR 412 : Computer Network, Internet Tools and Security Management

Part I : Computer Networks and Internet Tools

Part II : Network Security Management

DCLIPR 413 : Legal Organizational Structure / International Organizations

Part I : Legal Organizational Structure andh Constitutional Law

Part II : International Law, International Economic Law, International Organizations

DCLIPR 414 : Introduction to Business Laws and Laws of Crime

Part I : Business Laws

Part II : Criminal Laws & Torts

DCLIPR 415 : Introductions to IPR and TRIPS

Part I : Introduction to Intellectual Property Rights with WIPO Orientation

Part II : Trade Related Intellectual Property Rights

DCLIPR 416 : Introduction to E-commerce, E Banking and E-Governance

Part I : Introduction to E-Commerce & E-Banking

Part II : Introduction to E-Governance

Term - II

Note : Course 423 is meant for software professionals with knowledge in Mathematics and Algorithms. Course 426 Project is compulsory. Any three electives out of the other five courses should be taken as per career and professional interests of the participants.

DCLIPR 421 : Cyber Crime & Cyber Forensics: Advanced Topics with relevant Provisions of IT Act- 2000.

Part I : Cyber Crime & IT Act.

Part II : Cyber Forensics

DCLIPR 422 : Part-I: Electronic Records / Digital Signatures & Certificates / Certifying Authorities / IT Act 2000

Part-II: Digital Signatures Specialized Topics

DCLIPR 423 : Cryptology & Public Key Infrastructure / IPR Issues in Integrated Circuits, Software and Data Protection

DCLIPR 424 : International Law Copyright and Related Rights

DCLIPR 425 : International Law of Patents, Trademarks and Industrial Designs

DCLIPR 426 : Project Work on Specialized topic

Co-ordinator : Prof. Rajeev Wankar,

School of Computer and Information Sciences, UoH.
e-mail: rajeev.wankar@gmail.com, Ph : 040-23134107

Associate Co-ordinator : Dr. Nagamani

School of Computer and Information Sciences, UoH.

e-mail: nagamanics@uohyd.ernet.in, Tel: 040- 23134018

8.5 POST - GRADUATE DIPLOMA IN COMMUNICATIVE ENGLISH (PGDCE)

The course is meant for those who wish to improve their skills in English and make a career in teaching, call centers, office assistance, newspapers, banks, films, visual and print media, advertising, judiciary, industrial enterprises, trade negotiations, railways, hospitals, military, software companies, and so on. The programme is offered by the Centre for Applied Linguistics and Translation Studies with active help of the senior faculty from the Department of English, University of Hyderabad and English and Foreign Languages University (EFLU), Hyderabad.

Course Structure :

Term - I

DCE 411 : Language & Communication (Oral Communication)

DCE 412 : Effective Speech

DCE 413 : Written Communication

Term - II

DCE 421 : Using Resources for Learning English

DCE 422 : Advanced Reading Skills

DCE 423 : Advanced Writing Skills (Project Report)

Coordinator : Prof. Bhimrao Panda Bhosle
CALTS, School of Humanities, University of Hyderabad.
e-mail: bhimraobhosle9@gmail.com, Ph: 040-23133650

8.6 POST-GRADUATE DIPLOMA IN CRIMINAL JUSTICE & FORENSIC SCIENCE (PGDCJ&FS)

Despite the advances in science and Technology and Establishment of well equipped Forensic Science institutions at state and central government level and well structured Justice System from Supreme Court to High courts and local courts, the common man in India is still lamenting that the nature and quality of Justice available to them is far from satisfactory.

At the national and state level, many changes are being brought about at various levels to ensure justice to all in judicial, police, prosecution and Forensic Science administration, but with a limited success.

This will be a one year Diploma course consisting of six courses; three courses each in two semesters. The first semester is dedicated to criminal justice component and the

second semester to Forensic sciences.

Each course consists of 15 units of academic inputs.

Each course carries hundred marks for end of course evaluation, totaling to 600 marks.

Course Structure:

Term - I - Criminal Justice

CJ&FS 411 : Society, Culture and Crime

Part I : Sociological Aspects of Criminal Justice

Part II : Human Psychology and Criminal Behaviour

Part III : Crime and Deviance, Emerging contours of Crime and Violence

CJ&FS 412 : Criminal law and other related subjects.

Part I : Criminal Jurisprudence

Part II : Criminal Law-Constitutional Provisions, Major Acts and Special Laws

Part III : Specific Offences-Emerging Trends-Legal Regime

CJ&FS 413 : Criminal justice Institutions and Processes

Part I : Police Administration and Prosecution Management

Part II : Judicial Administration

Part III : Prisons and Correctional Administration

Term - II - Forensic Science

CJ&FS 421 : Introduction to Forensic Science & Forensic Physical Science.

CJ&FS 422 : Forensic Chemical, Biological and General Science.

CJ&FS 423 : Forensic Medicine

Co-ordinator from Truth Labs : Dr. Gandhi, P.C. Kaza

Truth Labs, Founder Chairman, Truth Labs.

e-mail :gandhi@truthlabs.org, Ph: 040-23390999

Co-ordinator from UoH : Dr. D. Veerababu
Dept. of Political Science, UoH.
e-mail:veerababu.ou@gmail.com ; Ph : 040-23133216

8.7 POST-GRADUATE DIPLOMA IN GOVERNANCE (PGDG):

Governance has come to define one of the frontier areas of reach in the social sciences. There is growing interest in the political and policy domain concerning the meaning and content governance in a globalizing world. Governance issues have serious policy implementations in terms of reform of public institutions towards greater transparency, efficiency and accountability. Civil society groups call for a more inclusive and participatory governance thus restoring to governance issues a political dimension. Thus the significance of governance as an emerging area of research and practice cannot be overemphasized.

OBJECTIVES/TARGET GROUPS:

This Post-Graduate diploma aims to give Post-graduate students a cutting edge by training them to think and write about governance using their own disciplinary training, be it in sociology or economics or history or political science. It is also oriented to college teachers who may wish to enhance their skills and reorient their teaching interests. It is also aimed at professionals (advocates, entrepreneurs) and administrators who may be interested in issues such as best practice and accountability as well as E-governance

Course Structure:

Term - I

DG 411 : Theories and Concepts

DG 412 : Public Management

DG 413 : Themes and Issues in Governance

Term - II

DG 421 : E-Governance

DG 422 : International Governance

DG 423 : Project Work

Co-ordinator : Dr. E. Venkatesu
Department of Political Sciences, UoH.
e-mail: evs103@gmail.com, Ph: 040-23133230.

8.8 POST-GRADUATE DIPLOMA IN HUMAN RIGHTS (PGDHR):

This programme is being run with the help of Centre for Human Rights, School of Social Sciences, University of Hyderabad. Initially, this programme was started by Human Rights Programme, Department of Political Science. Human Rights being an important emerging area of social sciences, there is a need to create human rights awareness among various sections of the community. The Centre for Human Rights is created with an objective to stimulate debates on different dimensions of human rights, concepts and practices. The Centre conducts specific studies and also builds documentation to help the scholars engaged in research on human rights. The Centre is also publishing a Bi-annual journal “Indian Journal of Human Rights”. From 2010-11 the Centre is offering Ph.D programme in Human Rights.

The Post Graduate Diploma in Human Rights is oriented to the College and School teachers, Police and Military officials, Persons working in government and NGO sector, lawyers and persons having concern for human rights and values of the society. It is also oriented to the students and the general public who are interested in studying human rights. This programme consists of five courses and one Project Report. Each and every student of PGDHR has to select a topic of his/her interest and conduct a study (preferably field based) and submit the report. The Project Report is equivalent to one course. Guidelines to conduct the project study will be supplied along with the study material.

Course Structure : Term - I

DHR 411 : Philosophical Foundations

DHR 412 : Historical Perspective

DHR 413 : The Constitutional & Legal Framework

Term - II

DHR 421 : Status of Human Rights: The Global Experience

DHR 422 : Human Rights in India: The Socio-Economic Context

DHR 423 : Project Report

Co-ordinator: Dr.R.Ramdas, Dept.of Political Science, UoH, e-mail : ramhcu@gmail.com; Phone : 040-23133218

8.9. POST-GRADUATE DIPLOMA IN CHEMICAL ANALYSIS & QUALITY MANAGEMENT (PGDCAQM) :

The PGDCAQM programme is being offered by the faculty of School of Chemistry. The PGDCAQM programme is being offered by the faculty of School of Chemistry. It was introduced in January 2000 to provide theoretical and practical background to students in Chemical Analysis, Quality Control and Management. This programme is designed to serve the great demand for trained personnel in Chemical Analysis and Quality Control aspects of Industrial Units, Analytical Labs, Research Labs, etc. The Programme has 5 courses dealing with theoretical aspects and one Lab course which consist of a workshop for familiarizing students with instruments and data analysis.

Course Structure: Term - I

CAQM 411 : Basics of Analytical Science and Electronics

CAQM 412 : Instrumental Methods - 1

CAQM 413 : Instrumental Methods - 2

Term - II

CAQM 421 : Instrumental Methods - 3

CAQM 422 : Quality Control & Quality Management

CAQM 423 : Laboratory Practice/Workshop.

Workshop: Demonstration of various instruments and Computer based packages. Analysis of UV-vis, IR, NMR, Mass spectra: X-ray powder patterns and Chromatograms

Co-ordinator : Prof.R.Balamurugan

School of Chemistry, UoH,

Phone : 0 40- 2313 4817, e- mail : bala@uohyd.ac.in

8.10 POST-GRADUATE DIPLOMA IN TECHNOLOGY MANAGEMENT IN AGRICULTURE (PGDTMA)

The One-Year Post Graduate Diploma in Technology Management in Agriculture (PGDTMA) is a two-semester course, jointly offered by the two leading institutions of the country on a distance learning mode. It offers an excellent opportunity to systematically study the subject of Technology Management in Agriculture along with intricacies and ingenuities of building and managing intellectual property. The aim of the course is to build and

foster the skills of students, researchers, policy makers, IP and technology transfer practitioners as professionals to enable them to successfully hold executive positions in intellectual property and technology management assignments in agriculture and related industries.

•The course is well-structured to create a 'bridge professional' for innovation management and global understanding who can identify, develop and manage IP assets for leveraging them for technology transfer and commercialization in agriculture and related industries.

Course Structure : Term - I

TMA 411 : Intellectual Property Regime (4 credits)

TMA 412 : IP Informatics (4 credits)

TMA 413 : Technology Management (4 credits)

Term - II

TMA 421 : IP Prosecution and Litigation (4 credits)

TMA 422 : Rural innovation (4 credits)

TMA 423 : Technology Entrepreneurship (4 credits)

TMA 433 : Project Work - Semester I and II (4+4 Credits)

Total credit hours for the programme would be 32 (16 in each semester totaling 32 credits) with a minimum of 8 contact sessions every semester.

Co-ordinator : Prof .C. Raghava Reddy, Department of Sociology, School of Social Sciences, UoH
e-mai : craghava@gmail.com

8.11. POST GRADUATE DIPLOMA IN EDUCATIONAL TECHNOLOGY MANAGEMENT(PGDETM)

The One Year Post Graduate Diploma in Educational Technology and Management (PGD-ETM) is a two-semester course jointly offered by NAARM and UoH, on a distance learning mode. The programme offers an excellent opportunity to address the growing needs and demands in every aspect of education, curriculum development, instructional design, teaching-learning, evaluation and assessment and educational management.

The aim of the course is to develop capable and competent teachers/potential teachers of universities and other academic institutions. The course is structured to provide application of systematic knowledge about learning and instruction to teaching and training with aim of improving their quality and efficiency.

The Curriculum is designed to enhance the capacity of teachers on component level knowledge and skills on education technology and also to practice learning, teaching, testing and evaluation in pre-determined environs of curriculum.

The curriculum will facilitate the teachers to acquaint with latest development in the field of Education Technology to improve the teaching competences in university, training organizations and other higher order learning situations.

The programme content will expose the prospective students to understand the latest tools and techniques for effective teaching-learning situations. The academic faculty for contact classes will be drawn from various sources viz., Central and State Universities, Research Organizations, IITs and other Public and Private Organizations.

Course Structure : I - Term :

1. Educational Technology - I
2. Instructional Design and Course Development
3. Psychology of Learning
4. Dimensions of Teaching
5. Project work (2 Credits)

II - Term :

1. Educational Technology - II
2. Evaluation and Testing
3. Management of Education
4. Project work (4 Credits)

Co-ordinator : Prof. Bhuvaneshwara Lakshmi - HoD
Department of Education and Educational Technology
UoH ; Ph: 040-230 0233;
e-mail : blakshmidean@gmail.com

8.12. POST-GRADUATE DIPLOMA IN TELECOM TECHNOLOGY & MANAGEMENT (PGDTTM)

Expected Training Outcomes:

This program is expected to empower, equip and enable students to

- Thoroughly understand the intricacies of telecommunications and IT environment in India and its impact on business operations.
- Acquire cutting - edge skill sets and know - how in different areas such as switching, mobile networking and OF technologies
- Explore current bussiness trends and relate them to the ever increasing need of a multidimensional managerial function
- Acquire skill - sets that help in setting team and individual business objectives
- Gain insights to develop strategies and action plans to manage change in the dynamically evolving telecommunications, IT & ITES sectors
- Learn the latest trends and techniques in financial management relevant to emerging issues in the Telecom, IT & ITES sectors.

Features of the Programme

- Strong industry orientation
- Interdisciplinary mix of technology and management in curriculum
- Commitment to enable organisations achieve technical, operational and managerial excellence by their trained 'Vanguards of change'
- Endeavor to fulfill career and leadership aspirations of individuals by inculcating the right know how and skill sets.

Programme Uniqueness

- Flexible online learning module
- Interaction with top industry professionals and expert academic faculty in related areas during contact programs.
- Familiarisation with state of the art technologies during classroom and hands on lab training
- Field visits to telecom switching centers, exchanges, billing centers, customer service centers etc.

The Telecom Technology Module includes a through familiarisation with present and emerging technologies in four broad areas mentioned above which includes - PDH / SDH, NG SDH, DWDM, IPv6 Network, GSM, CDMA, 3G UMTS, Mobile VAS & IN etc.

The Telecom Management & Finance Module covers a wide gamut of emerging methods and techniques of finance and Management that are Telecom, IT and ITES specific.

Technology Module-Courses (Compulsory)

1. Telecom Switching Systems and Networks
2. Optical Fibre Communication
3. Telecom Networking
4. Mobile Technology

Management Module - Finance Area

Courses (Compulsory)

1. Finance, Budgeting and Revenue Assurance
2. Telecom Project Management and Strategic Planning

Managment Module- Management Area

Courses (2 Compulsory out of 4)

1. Telecom Regulatory Environmnet
2. Marketing and Customer Experience Management
3. Business Intelligence and Contract Management
4. HR & Performance Management Systems

Co-ordinator : Prof. Samrat .L. Sabat ; School of Physics, UoH. Ph: 040-23134326 ; e-mail :slsspuohyd@gmail.com

8.13. DIPLOMA IN PANCHAYATI RAJ GOVERANCE & RURAL DEVELOPMENT (DPRG & RD)

The State Institutes of Rural Development (SIRDs) organise massive trainings to the all the functionaries of PRIs to build their capacities for formulating and implementing local development plans for economic development and social justice. But most of these trainings are for short duration, as the number of functionaries to be trained is large in numbers.Besides this, there is a wide variation in terms of coverage and quality of training and the competency levels of trainers also vary. The system does not provide for enrolment of new resource persons who have interest in training and association with the PRIs.Because of the limitations of SIRDs, in depth study of various aspects Panchayati Raj is not possible. There has been ever increasing demand from ERs, for long time trainings that can give them sound knowledge of all important aspects of Panchayati Raj Governance.

In order to the current problem in training ERs and functionaries NIRD&PR has designed aDiploma Programme on Panchayati Raj Governance and Rural Development' through distance mode. This course aims to cover ERs and PRI officials.

Programme Objective :

1. Bridging the capacity building gaps of PR functionaries in a time bound manner and facilitate any-time-anywhere learning.

2. Offering opportunity for any individual to engage themselves with the society and pay back through the medium of Panchayati Raj.

3. Enabling the Elected Representatives to acquire additional skills, to help them to enhance their own repute and political career.

4. Providing opportunity for the former Elected Representatives to acquire a certificate based on their experience.

5. Creating a competitive ecosystem in the ERs and PR officials for better performance.

6. Creating certified ERs who can act as Master Resource Persons.

The Programme will be for duration of one year with 28 credits in total. There will be 6 courses with 24 credits and course 7 will be project work. One credit will be equivalent to 15 hrs of learning which include going through course content, participation through discussion forum and working on assignments. The subjects offered are broadly categorized into six course. There will be contact sessions at suitable places during each semester. Attendance in the contact session is not compulsory. However the sessions will be useful fo the participants to attend.

Course Details : Course 1 : Democratic Decentralization and Local Governance

Course 2 : Panchayat Management

Course 3 : Social Empowerment and inclusive Development

Course 4 : Approaches to sustainable Rural Development

Course 5 : Leadership Development Training and e-Enablement

Course 6 : Governance in schedule Areas

Course 7 : Project Work

Co-ordinator : Prof. C. Raghava Reddy

Department of Sociology, School of Social Science

University of Hyderabad ; e-mail

:craghava@gmail.com

8.14 POST-GRADUATE DIPLOMA IN HOSPITAL MANAGEMENT (PGDHM)

Post Graduate Diploma in Hospital Management (PGDHM) is a one-year program comprising two semesters, jointly offered by the two leading institutions in educational field and healthcare filed namely- Hyderabad Central University and Apollo MedSkills Limited, a skilling affiliate of Apollo Group of Institutions in a distance education mode.

The course offers an excellent opportunity for aspirants interested in systematically and progressively learning the nuances of hospital management along with special emphasis on developing conceptual and applied skills required for managerial responsibilities in Indian Hospitals in the current healthcare scenario.

The program is designed in a comprehensive manner by which the aspirants will be receiving a holistic orientation to the hospital management with specific objectives as follows:

1. To train any graduates (medical or non-medical) in the specialty of the Hospital Management for preparing them to take up job roles in any hospitals at middle management levels.
2. To augment into overarching demand of providing trained individuals in the specialized hospital services operations thereby increasing efficiency of the hospital.
3. To enable students a career pathway for pursing particular area of interest such higher learning/quality / research / clinical services etc.

Expected Training Outcomes : This program is expected to empower, equip and enable students to :

1. Thoroughly understand the intricacies of hospital care and management and is impact on business operations
2. Acquire cutting edge skill sets and know-how about hospital management
3. Explore current trends and techniques of the hospital and health related world and relate them to multidimensional managerial functions.
4. Gain insights into strategies for problem solving and decision-making.

Features of the Course :

Strong Industry Partnerships
Interdisciplinary mix of technology and management in course curriculum
Flexible learning in distance mode
Interactions with top industry affiliates
Familiarization with state of the art labs, equipment, tools and services.

Course Structure :

Term-I

HM 411 : Administrative Management
HM 412 : Clinical Management
HM 413 : Health Econonics

Term - II

HM 421 : Quality in Hospitals
HM 422 : Technology Management
HM 423 : Financial Management
HM 424 : Project Work

Co-ordinator from Apollo MedSkills :

Dr. P. Srinivasa Rao, Ph No. 91210 18402

email : dheeraj_t@apollomedskills.com

Co-ordinator from UoH : Prof. G.V.R.K. Acharyulu

School of Management Studies, UoH
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8.15. POST-GRADUATE DIPLOMA IN HEALTH CARE MANAGEMENT (PGDHCM)

Post Graduate Diploma in Healthcare Management (PGDHCM) is a one-year program comprising two semesters, jointly offered by the two leading institutions in educational field and healthcare filed namely- Hyderabad Central University and Apollo MedSkills Limited, a skilling affiliate of Apollo Group of Institutions in a distance education mode.

The course offers an excellent opportunity for aspirants interested in systematically and progressively learning the nuances of spectrum of healthcare management along with special emphasis on developing conceptual and applied skills required for managerial responsibilities in Indian Healthcare institutions in the current scenario.

The program is designed in a comprehensive manner by which the aspirants will be receiving a holistic orientation to the healthcare management with specific objectives as follows:

1. To train any graduates (medical or non-medical) in the specialty of the Healthcare Management for preparing them to take up job roles in any hospitals at middle management levels.
2. To augment into overarching demand of providing trained individuals in the specialized hospital services operations thereby increasing efficiency of the hospital.
3. To enable students a career pathway for pursing particular area of interest such higher learning /quality / research / clinical services etc.

Expected Training Outcomes: This program is expected to empower, equip and enable students to:

1. Thoroughly understand the intricacies of healthcare and management and is impact on business operations
2. Acquire cutting edge skill sets and know-how about healthcare management
3. Explore current trends and techniques used in healthcare organizations and relate them to multidimensional managerial functions.
4. Gain insights into strategies for problem solving and decision-making.

Features of the Program:

- Strong Industry Partnerships
- Interdisciplinary mix of technology and management in course curriculum
- Flexible learning in distance mode
- Interactions with top industry affiliates
- Familiarization with state of the art labs, equipment, tools and services.

Course Structure :

Term-I

HCM 411 : Healthcare Organizations
HCM 412 : Health Insurance Management
HCM 413 : Medical Tourism

Term-II

HCM 421 : Clinical Research
HCM 422 : E-Health
HCM 423 : Emerging Trends
HCM 424 : Project Work

Co-ordinator from Apollo MedSkills

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8.16. POST-GRADUATE DIPLOMA IN INFECTION PREVENTION AND CONTROL (PGDIPC)

This course is primarily aimed at developing capacity among learners for best practices in Health Care Associated Infection Prevention and Control. Healthcare Associated Infections (HAI) can easily qualify as the most important patient safety concerns in hospitals. To address the menace of HAI, infection control is kept as one of the main objectives, while designing any healthcare delivery structure, policies and processes. Almost all activities that are done within hospital and health care institutions has a bearing on infection control and there are a large number of studies that has resulted in various good practices for controlling infections. It is also a requirement under the National Accreditation Board for Hospitals and Healthcare Providers (NABH) to review the standards and objective elements for Infection Prevention and Control best practices during the accreditation on process in the country. The standards and guidelines are for the following aspects:

1. Facility and infrastructure for infection control
2. Organization for Infection control
3. Policies, processes, practices and implementation
4. Surveillance, monitoring and indicators

COURSE STRUCTURE :

Term I : 6 Months

IPC 101: Basic & Applied Sciences – Anatomy, Physiology & Microbiology

IPC 102: Introduction to Health Care Associated Infections

IPC 103: Epidemiology of Health Care Associated Infections

IPC 104: Organization of Infection Control Committee in Health Care Settings

Term II : 6 Months

IPC 201: HAI Types and Bundle Care Approach including Policy Prescriptions

IPC 202: Universal Safety and Best Practices for HAI

IPC 203: Sterilization, Disinfection and Biomedical Waste Management

IPC 204: Project Work on HAI

Co-ordinators from School of Medical Sciences, UoH :

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Facilities at CDVL, GT Campus

Computer Lab

Digital Class Room

Faculty Chamber

Library

UNIVERSITY OF HYDERABAD

(A Central University established by an Act of Parliament)

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Sri . Ashish Jacob Thomas
Tel: (040) 23010207, 23132110

APPLICATION NO.: _____

For office use only

UNIVERSITY OF HYDERABAD

APPLICATION FOR ADMISSION TO DISTANCE EDUCATION PROGRAMMES 2020

Read the Prospectus and Instructions carefully before filling up the application form.

Paste here one recent Passport size photograph

Online Recpt. No.	Date	Name of the Bank & Place	Amount

COURSE APPLIED FOR

CATEGORY					
SC	ST	OBC	MINORITY	PH	GEN

GENDER	
Male	Female

1. Name of the Student (same as in the SSC / Matriculation certificate) in Capital letters

   Mr./Ms./Mrs .....

2. (a) Father's Name .....

   (b) Mother's Name .....

3. (a) Permanent Address:

   .....

   .....

   .....

   PIN ..... Phone / Mobile No .....

   Email: .....

   (b) Address for Correspondence

   .....

   .....

   .....

   PIN ..... Phone / Mobile No .....

   Email: .....

4. a) Date of Birth : Date.....Month.....Year.....

   b) Nationality - (Indian / Foreign) .....

   If foreign national, name of the Country .....

5. In case you fail to secure admission to the programme you have applied for, indicate a second choice:

   .....

6. Study Material : Indicate your Choice : Hard copy ☐ (OR) Soft copy ☐

   (If opted for only soft copy, the fee will be reduced by Rs. 3000/- from the total fee for all courses and Rs. 4000/- for PGDBM course.)

7. Specimen Signature of the student (Sign within the box)

Pin Stamp Size Photography

8 a) Particulars of past academic record (from Bachelor's Degree onwards)

Examination	University / College	Month & Year of Passing	Subjects Studied and Passed	Maximum Marks	Marks Obtained	Percentage	Division

b) Previous and Present Professional Experience if any :

Designation and nature and job done	**Organization / Institution Total No. of years worked**	**From (month & year)**	**To (month & year)**

DECLARATION BY THE APPLICANT

I hereby declare that all the information furnished by me in this application and the documents I have submitted in support of my application are true, complete and correct to the best of my knowledge and belief.

Place

Date : SIGNATURE OF THE CANDIDATE

NOTE:

1. Application is downloaded from the website the registration fee is : Rs. 300/-
   Registration fee payment through Online :
   https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=8920

Participants of PGDETM Programme

Participants of PGDCL & IPR Programme

Participants of PGDLAN Programme

Mahatma Gandhi 150th year Jayanti Celebrations at GT Campus, Abids

Bio compost activity with GHMC at GT Campus, Abids

Justice Yethirajulu visit to the CDVL Campus for Guest Lecture

Courses Offered by Centre for Distance and Virtual Learning

1	Post-Graduate Diploma in Project Management	(PGDPM)
2	Post-Graduate Diploma in Business Management	(PGDBM)
3	Post-Graduate Diploma in Library Automation & Networking	(PGDLAN)
4	Post-Graduate Diploma in Cyber Laws & Intellectual Property Rights	(PGDCL&IPR)
5	Post-Graduate Diploma in Communicative English	(PGDCE)
6	Post-Graduate Diploma in Criminal Justice & Forensic Science	(PGDCJ&FS)
7	Post Graduate Diploma in Governance	(PGDG)
8	Post-Graduate Diploma in Human Rights	(PGDHR)
9	Post-Graduate Diploma in Chemical Analysis & Quality Management	(PGDCAQM)
10	Post-Graduate Diploma in Technology Management in Agriculture	(PGDTMA)
11	Post-Graduate Diploma in Education Technology Management	(PGDETM)
12	Post-Graduate Diploma in Telecom Technology & Management	(PGDTTM)
13	Diploma in Panchyati Raj Governance & Rural Development	(DPRG & RD)
14	Post-Graduate Diploma in Hospital Management	(PGDHM)
15	Post-Graduate Diploma in Health Care Management	(PGDHCM)
16	Post-Graduate Diploma in Infection Prevention and Control	(PGDIPC)

CENTRE FOR DISTANCE AND VIRTUAL LEARNING
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