

GITAM

(Deemed to be University)

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

Visakhapatnam Hyderabad Bengaluru

Accredited by NAAC with A⁺⁺ Grade

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

(UGC Entitled ODL Programmes)

PROSPECTUS

(Feb 2025 Academic Session)

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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

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 (Deemed to be University) established the Centre for Distance and Online Education (CDOE) with the objective to provide high quality and career oriented education to learners through flexible, diversified and open education to facilitate learners in developing, integrating and applying both theory and practice to strengthen their employability in the context of a competitive environment.

Advantage-Centre for Distance and Online Education (CDOE), GITAM

Centre for Distance and Online Education (CDOE) is an institution recognized by the Distance Education Bureau (DEB), UGC, New Delhi. A degree from this University will enable the learner to become eligible for employment in State and Central Governments, in addition to enterprises in the private sector. CDOE 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 semester-end examinations.

Some of the salient features of CDOE are:

- Learning a tone's own pace, place and time.
- State-of-the-art infra structure facilities, including a Modern Studio, good Library with rich collection of books and E-Learning resources.
- Continuous Evaluation & Credit Based Grading system.
- Effective Learning Management System (LMS).
- On-line facility for accessing the live lectures provided by the center and download on demand.
- Academic tracking system in student portal.
- Computerised learner data base with log-in facility.

Admissions:

Admissions to all the programs are given as follows:

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

Academic Programmes:

The CDOE offers B.A, B.Com, and M.A English Programmes from the Academic Year 2023 – 2024.

Fee (Rs) Structure From July Session 2023 Admitted batch onwards**B.A/ B.Com**

	1st SEM	2nd SEM	3rd SEM	4th SEM	5th SEM	6th SEM	Total
Tuition Fee	2500	2500	2500	2500	2500	2500	15000
Application Fee	500						500
Registration	1000						1000
Exam fee	750	750	750	750	750	750	4500
Pc/Mc						500	500
	4750	3250	3250	3250	3250	3750	21500

M.A- English

	1st SEM	2nd SEM	3rd SEM	4th SEM	Total
Tuition Fee	4000	4000	4000	4000	16000
Application Fee	500				500
Registration	1000				1000
Recognition Fee	500				500
Exam fee	1000	1000	1000	1000	4000
Pc/Mc				500	500
	7000	5000	5000	5500	22500

Bachelor of Arts -B.A

Period of study: 3 Years

Medium: Telugu and 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 thereto, recognized by GITAM (Deemed to be University).

COURSE STRUCTURE

First Semester:

Paper code	Course Title	No. of Credits
AUDFH101/ AUDFT101/ AUDFS101/ AUDFE101	Modern Indian Languages: Hindi/ Telugu/ Sanskrit/ Special English	04
AUDFI 102	Contemporary India: Polity, Society& Economy	04
AUDFE103	Introduction to Environment	04
AUDFS104	Science and Technology	04
	Total	16

Second Semester:

Paper code	Course Title	No. of Credits
AUDFE201	English Language Skills-I	04
AUDFP202	Principles of Political Science	04
AUDFS203	Sociological concepts	04
AUDFP204	Public Administration Concepts and Theories	04
	Total	16

Third Semester:

Paper code	Course Title	No. of Credits
AUDPA301	Local Organisations & Development-I	04
AUDPA302	Indian Administration-I	04
AUDSO303	Indian Society, Structure and Change	04
AUDPO304	Indian Polity-I	04
	Total	16

Fourth Semester:

Paper code	Course Title	No. of Credits
AUDPA401	Local Organisation and Development-II	04
AUDSO402	Tribal and Rural Sociology-I	04
AUDPA403	Resource & Office Management	04
AUDPO404	Political Thought-I	04
	Total	16

Fifth Semester:

Paper code	Course Title	No. of Credits
AUDFE501	English Language Skills-II	04
AUDSO502	Tribal and Rural Sociology-II	04
AUDSO503	Urban Sociology1	04
AUDSO504	Indian Polity-II	04
	Total	16

Sixth Semester:

Paper code	Course Title	No. of Credits
AUDPA601	Indian Administration-II	04
AUDPO602	International Relations	04
AUDPO603	Political Thought-II	04
AUDSO604	Urban Sociology-II	04
	Total	16
	Grand Total	96

Bachelor of Commerce - B.Com.

Period of study: 3 Years

Medium: Telugu and 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 thereto, recognized by GITAM (Deemed to be University).

COURSE STRUCTURE

First Semester:

Paper code	Course Title	No. of Credits
CUDCO101	Communication Skills in English– Intermediate	4
CUDCO102	Banking Theory and Practice	4
CUDCO103	Principles of Accountancy-I	4
CUDCO104	Principles and practice of Management	4
CUDCO105	Business Laws	4
	Total	20

Second Semester:

Paper code	Course Title	No. of Credits
CUDCO201	Principles of Accountancy-II	4
CUDCO202	Business Statistics	4
CUDCO203	Cost and Management Accounting	4
CUDCO204	Communication Skills in English–Advanced	4
CUDCO205	Business Economics	4
	Total	20

Third Semester:

Paper code	Course Title	No. of Credits
CUDCO301	E-Business	4
CUDCO302	Fundamentals of Financial Management	4
CUDCO303	Auditing-I	4
CUDCO304	Advanced Accountancy-I	4
CUDCO305	Entrepreneurship and Small Industry	4
	Total	20

Fourth Semester:

Paper code	Course Title	No. of Credits
CUDCO401	AdvancedAccountancy-II	4
CUDCO402	Income Tax-I	4
CUDCO403	Goods and Service Tax(GST)	4
CUDCO404	Company Law	4
CUDCO405	Auditing-II	4
	Total	20

Fifth Semester:

Paper code	Course Title	No. of Credits
CUDCO501	Income Tax Law Practice–II	4
CUDCO502	Human Resource Management	4
CUDCO503	Marketing Management	4
CUDCO504	Indian Business Environment	4
CUDCO505	Business Mathematics	4
	Total	20

Sixth Semester:

Paper code	Course Title	No. of Credits
CUDCO601	Personal Financial Planning	4
CUDCO602	Business Analytics	4
CUDCO603	Insurance Management	4
CUDCO604	Business Strategy	4
CUDCO605	Stock Market Operations	4
	Total	20
	Grand Total	120

M.A-English

Period of study: 2Years

Medium: English

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

COURSE STRUCTURE

First Semester

Paper code	Course Title	No. of Credits
APDEN101	History of English Language and Skills	04
APDEN102	British Poetry	04
APDEN103	British Prose and Fiction-I	04
APDEN104	Public Speaking Skills-I	04
	Total	16

Second Semester

Paper code	Course Title	No. of Credits
APDEN105	Readings in Meta physical and Romantic Poetry	04
APDEN106	Renaissance and Restoration Drama	04
APDEN107	Classics in British Prose	04
APDEN108	Public Speaking Skills-II	04
	Total	16

Third Semester:

Paper code	Course Title	No. of Credits
APDEN109	Literary and Cultural Theory	04
APDEN110	New Literatures in English	04
APDEN111	Indian Diasporic Writing	04
APDEN112	Copywriting, Editing and Proof Reading	04
	Total	16

Fourth Semester:

Paper code	Course Title	No. of Credits
APDEN113	ELT: Approaches and Methods	04
APDEN114	Crime Fiction	04
APDEN115	Literature, Individual and Society	04
APDEN116	Practice Teaching	04
	Total	16
	Grand Total	64

Instructional Design

Medium of Instruction:

English for PG

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

Course Material:

Online course material is provided on the GITAM Website specially designed for self study. In addition to the course material, the learners are advised to read suggested text books and articles published in journals.

If the learner requires printed course material, they will be provided on payment of Rs.200/- per course/paper.

Assignments:

Assignments are an integral part of continuous assessment which carries 30 percent weightage in determining the final grade. Assignment papers will be communicated to the learners by placing them on the university website cdl.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.

Online Learning:

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

Academic Counseling:

Counseling classes are conducted at CDOE 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. 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 and Online Education where course-wise textbooks are available for the use of learners. 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 semester-end examination for 70 marks. Internal evaluation is on the basis of 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 30marks and a candidate has to secure a minimum of 10 marks for a pass in internal assessment.

The 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 semester -end examination) to secure a pass in each paper.

Semester–End Examination:

Learners will be permitted to appear for the 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 semester 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 semester of the program of study.

Examination Fees:

BA /B.com	Rs.750 for whole Examination Rs.250 per paper/course
MA	Rs.1000 per Semester for whole Examination Rs. 250 per paper /course

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

Examination application is available on the CDOE website.

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 semester, a final grade will be awarded at the end of this 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:

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

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 the 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 semester 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 Grade is permitted only through appearance at the theory examinations.
4. Betterment of grades is permitted only once and within two years of passing.

5. Candidates can appear for betterment upto a maximum of four courses /papers for PG program, and six courses for UG programs
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 Rs.1,500/- and Rs.250/-per course additionally 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 shall be applicable to all the learners irrespective of the year of registration.
- (ii) The learner shall submit on-line application attaching proof(s) of the required documents, if during scrutiny of the application, any of the details furnished are found to be incorrect, the application will not be considered for admission.
- (iii) Incomplete application forms received after due date or having wrong options of courses or electives or false information, shall be rejected.
- (iv) Learners who are offered admission have to join on or before the last date as specified.
- (v) If any learner wishes to discontinue, he/she has to submit the request within 15 days of date of admission.
- (vi) Learners once admitted to any programme will be automatically promoted to the next semester of study irrespective of result at the semester end examination. Even those not appearing at the 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 tuition fee as per schedule announced from time to time.

Reservation:

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

Refund of fee:

Fee will be refunded by deducting Rs. 100/- if requested within 15 days of confirmation of admission.

Change of Medium

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

Completion of study:

The learners can complete their degree with in twice the period stipulated for the programme.

Instructions for filling the application form for admission to 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 and Online Education, GITAM (Deemed to be University), by registered post on or before the date notified.
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.
3. The date of birth of the learner should correspond with that recorded in Aadhar and SSC or an equivalent examination.
4. Incomplete applications will not be considered for admission.

Contact Information

S. No.	For Enquiries	Contact Person
1.	Identity Cards, Fee Receipt, Admissions	8179681893/ 8179681900
2.	Non receipt of course material and Assignment question paper	8179681800
3.	Learner support services and Learner Grievances	Dr .G.V. Satya Sekhar Mobile:8179681896
4.	Examination schedule, Results-Revaluation, Grade Card, Provisional certificates, Migration Certificate	Sri V V S N Sastry 8179681899
5.	Original Degree/ Verification of Degree	8179681888

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