

PROSPECTOUS

Academic Regulations and Guidelines
for PG Diploma & Certificate Courses



ANDHRA KESARI UNIVERSITY

ONGOLE, PRAKASAM Dist. -523 001

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ANDHRA PRADESH, INDIA

**DIRECTORATE OF ADMISSIONS
ANDHRA KESARI UNIVERSITY
ADMISSIONS**

PART TIME PG DIPLOMA COURSES FOR THE ACADEMIC YEAR 2023-24

IMPORTANT INSTRUCTIONS

1. Select the PG Diploma course as per your eligibility by reading the eligibility conditions.
2. There is no upper age limit for candidates apply for diploma courses.
3. All the courses are run under part time basis.
4. The courses will be under semester system.
5. The medium of instruction is in English.
6. **The selected candidates for the courses shall be verified originals certificates.**
 - Degree Provisional Certificate / Original Degree
 - Degree Marks Memos of all years
 - Reserved Category / Permanent Caste Certificate (for SC, ST and BC Candidates if reservation is claimed)
 - S.S.C / Date of Birth Certificate
 - Intermediate or equivalent Certificate
 - Migration Certificate (Student studied other than Andhra Kesari University)
 - Two sets Xerox copies of above mentioned certificates and Two Passport size photos
 - Aadhar Number.
7. No refund of fee will be made once remitted. There are no fee concessions for any category of students. Fee once paid by the candidate will neither be refunded nor adjusted. Please check the eligibility before obtaining the Application.
8. After admission every student will be allotted an enrollment number which he/she should invariably mention along with period of study in all his/her correspondence with the DOA. Full enrollment number including the period of study should be quoted in all the correspondence, and without this number the DOA will not show any attention.
9. The identity card issued to the candidate will be sufficient for the purpose of identification for the entire period of study in the DOA. If the Identify card is lost, a fresh identity card will be issued on payment of Rs.100/- during the course of study. Preserve the identity card with Enrolment Number, till the course is completed and produce it on demand at any time.

10. Preserve all the fee receipts till you complete the course and obtain the certificate.
11. All matters relating to examinations / results / marks / certificates will be dealt with only by the Controller of Examinations, Andhra Kesari University.
12. For all legal matters the Jurisdiction is restricted to Ongole city only.
13. Change in address if any, should be immediately communicated to the DOA office.
14. The student will be admitted into the DOA on the assumption that the entries in the Admission Application are correct. The candidates are required to abide by the rules and regulations that are in force and those that will come into effect from time to time as formulated by the DOA and /or by the University.
15. Examination applications will be availed at Controller of Examination. In the case of former students of the DOA, the examination applications will be supplied on request only and the candidates will not be permitted to take the examinations unless they clear all the dues to the DOA.
16. Information relating to the examination such as last date for receipt of examination fee etc. will be generally informed by the DOA. However, students are also advised to see notification in the Website issued by the Director, Directorate of Admissions, Andhra Kesari University, Ongole.
17. A candidate appearing for the examination for the first time shall pay the fee prescribed for the whole examination even if the candidate wishes to appear for some papers only. Thereafter the candidate can appear for any part or papers.
18. The students can make enquiries regarding courses, examination particulars etc., at the Enquiry counter of the DOA. Enquiries will be attended to in the Office from 10.00 a.m. to 5.00 p.m. on all working days. The Second Saturday of every month is a holiday to the DOA. The DOA is also observes the State Government holidays.
19. Admission at any time may be cancelled by the authorities of the DOA if the candidate is found ineligible for admission into the said course or he/she is found indisciplined.

Incomplete and Late Applications

Incomplete applications received after the due date or having wrong options of courses or false information will be summarily rejected without any intimation to the learners. The learners are therefore advised to fill the relevant columns carefully and enclose the copies of all the required certificates.

Validity of admission

The admission made in the current year will be valid for five years after which the candidate should seek fresh admission.

SPECIAL INSTRUCTIONS

Personal Contact Programme:

The classes will be conducted at University College of Arts and Science, Andhra Kesari University, Ongole.

There will not be any change in examination centre.

Attendance for both theory and practical's is compulsory.

A candidate has to put up a minimum of 75% attendance.

Failure to attend the programme / shortage of attendance shall disqualify the candidates from appearing for the examinations.

General Eligibility Criteria:

1. Only candidates residing in India can apply for admission provided they fulfill the requisite qualifying conditions for the course.
2. Transfer certificate need not be submitted for admission.

Marks qualifying for a pass for Diploma Courses:

Theory papers:

A candidate shall be declared to have passed Examination if he/she obtains not less than 50% in aggregate and not less than 40% in each paper. All other candidates shall be deemed to have failed in the examinations.

Practicals:

A candidate shall be declared to have passed the practical Examination if he/she obtains not less than 40% of the total marks in each practical paper. A record based on the practicals should be submitted before or at the time of taking Hall - ticket for writing the Previous/Final Examination. The pass minimum of Viva - Voce shall be 50%.

First Class: Those who obtain not less than 60 per cent of the total marks.

Second Class: Those who obtain not less than 50 per cent of the total marks.

Those candidates who are not successful at the examinations can only write the examination held for subsequent batches. However, they can apply for revaluation of paper (s) on payment of 500/- per paper in prescribed format.

Examination Fee: Examination fee for all papers per semester is. 800/-.

**DIRECTORATE OF ADMISSIONS
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ONGOLE – 523001, PRAKASAM DISTRICT**

FEES STRUCTURE FOR PG DIPLOMA AND CERTIFICATE COURSES

S.no	Name of the course	Duration	Course Fee	Department	Course Coordinator	Intake	Mobile No.
1	PG Diploma in Guidance and Counseling	1 year	7000/-	Education	Dr. D.Hassan	30	9848328296
2	PG Diploma in Yoga	1 year	7000/-	Physical Education and Sports Science	Dr. I.Devi Vara Prasad	30	9885799506
3	PG Diploma in NGO Management	1 year	7000/-	Social Work	Dr. P.Venkata Rao	30	9959040068
4	PG Diploma in Data Analytics	1 year	15000/-	Commerce & Business Administration	Dr.B.Padmaja	30	9848414344
5	Certificate Course in Income Tax and GST	6 Months	8000/-	Commerce & Business Administration	Dr. K.Sivaji	30	9440520219


DIRECTOR
Directorate of Admissions
ANDHRA KESARI UNIVERSITY
ONGOLE -523 001,
Prakasam Dist., A.P., INDIA

(For Office use only)



Application No:

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DIRECTORATE OF ADMISSIONS
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ONGOLE, PRAKASAM-523001.

APPLICATION FOR ADMISSION INTO PG DIPLOMA & CERTIFICATE COURSES

Name of the Course Applied :		Course Code:	
Name of the Candidate :			Affix Photo
Father Name :			
Gender :			
Date of Birth(DD/MM/YEAR) :			
Address for Communication :			
Mobile Number :		E-Mail Id :	
Reservation Category :	OC/BC/SC/ST/EWS	Aadhar No :	

Qualification Examination Particulars:

Qualifying Exams:	
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Particulars of Study:

Course	Name of the institution	Name of the board / University	Year of passing	Percentage
X CLASS				
INTERMEDIATE				
DEGREE				

Payment (DD) Details:

DD Number: _____ Payment Date: _____ Amount: _____
Bank Name: _____ IFSC Code: _____

Declaration:

I have carefully gone through the Admission prospectus and I am conversant with and shall abide by the eligibility conditions to be satisfied for applying and admission into selected course(s). Further, I have furnished any false information or involved in malpractice, I know that I'm liable for criminal action as per the existing law.

Place:

Date:

Signature of the Candidate


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