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 2023

Vice-Chancellor Prof. B. Jagadeeshwar Rao visit to the GT Campus

Republic day celebration by Pro Vice-Chancellor Prof. R.S.Sarraju at G.T.Campus

Participants of DLAN Programme

DETM Students attended Term End Exams at GT Campus

Vice-Chancellor interaction with Joint Organizations at GT Campus

Justice Yethirajulu garu, guest lecture to DCJ & FS Participants

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
MoE - UGC Declared as Institution of Eminence (IoE)

दूर और वास्तविक शिक्षा केंद्र

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 2023

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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 (Act No. 39 of 1974) on 2nd October, 1974 as a Central University, wholly funded by the University Grants Commission, **is a Unitary University situated at Gachibowli, Hyderabad. University doesn't have any Study Centres or branches or Campuses or Affiliated Colleges else where.**

The "objects of the University" as envisaged in the Act are: "to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit and by the example of its corporate life, and, in particular, to make special provisions for integrated courses in humanities and science in the educational programmes of the university and to take appropriate measures for promoting inter-disciplinary studies and research in the University."

The University's scenic and serene campus is spread over a vast stretch of land measuring about 2,000 acres, on the old Hyderabad-Bombay road. Amidst the picturesque environment of the campus, several buildings catering to the academic needs, support facilities and residential requirements of the campus community have been constructed over the years.

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 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 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. 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 diploma programmes with NAARM (National Academy of Agricultural Research Management), NIRD & PR (National Institute of Rural Development & Panchayati Raj), BSNL (Bharat Sanchar Nigam Limited), Truth Labs, Apollo Med Skills, IFCAI (Infection Control Academy of India), AAIC Technologies Pvt. Ltd., Hyderabad, GPRI Care, Hyderabad 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	Diploma in Project Management (DPM)	Any graduate from a recognized University
2	Diploma in Business Management (DBM)	Any graduate from a recognized University
3	Diploma in Library Automation & Networking (DLAN)	Graduate in Library Science from a recognized University
4	Diploma in Cyber Laws & Intellectual Property Rights (DCL & IPR)	Any graduate from a recognized University
5	Diploma in Communicative English (DCE)	Any graduate from a recognized University
6	Diploma in Criminal Justice & Forensic Science (DCJ&FS)	Any graduate from a recognized University
7	Diploma in Technology Management in Agriculture (DTMA)	Post Graduate or any graduate from a recognized University with 2 years experience.
8	Diploma in Education Technology Management (DETM)	Post Graduate or any graduate from a recognized University with 2 years experience.
9	Diploma in Panchyati Raj Governance & Rural Development (DPRG & RD)	Any graduate from a recognized University
10	Diploma in Hospital Management (DHM)	Any graduate from a recognized University
11	Diploma in Health Care Management (DHCM)	Any graduate from a recognized University
12	Diploma in Infection Prevention and Control (DIPC)	Any graduate from Health, Medical, Nursing and Allied Health Sciences (OR) Any other graduates with 2 years demonstrated experience in Health Care Sector.
13	Diploma in Telecom Technology & Management (DTTM)	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.
14	Diploma in Community Eye Health (DCEH)	Graduate in Medicine, Ayush, Optometry, Nursing, Allied Health Sciences, Nutrition and any Science graduate with Biology as a core subject with one year relevant experience.

NOTE: <u>Sl. No. 7 & 8</u> : **For admission details please Contact Phone No : 040-24581310 / 379**

<u>Sl. No. 9.</u>   For admission details please Contact Ph : 040 - 2400 8526

<u>Sl. No. 10 & 11 :</u>   For admission details please contact Ph No. 9885773424

<u>Sl.No. 12 :</u>   For admission details and to apply online please visit **www.pgdipc.com** or contact 70958 82277

<u>Sl. No. 13:</u>   For admission details please contact Ph. No : 040-2300 2200

<u>Sl. No. 14 :</u>   For admission details please contact Ph. No. 040 - 30615613

2.2 UP-SKILLING PROGRAMMES

In the past decade, there has been a sea change in the job market scenario. With the growth of technology and digitization, jobs are getting highly specialized and automated. Consequently, there is a learning gap that needs to be addressed by the educational sector. Skills employee is important not just to keep up with the technological trends, but also to stay ahead of the competition.

Technology is Impacting Employment: According to a NASSCOM report, up to 40% of the estimated four million-strong work-force in India needs re-skilling over the next 5 years to keep pace with automation and changing skill needs in various industries. Automation and adoption of newer technologies have changed the landscape for professional managers. Jobs that were earlier done by junior and senior management and even at shop-floor level are seeing the use of artificial intelligence, machine work, and computerization. Over the past two years, many technologies have replaced jobs that have made it necessary to invest in up-skilling. This shift is now the reason why many want to make use of this transformation and up-skill themselves.

Upgrading Knowledge and skill: The only way to up skill is to become the master of your area. As you grow in knowledge, you also grow in talent. Embrace technologies that help you grow. Engage with clients and industry experts to know what's going on, and how you can benefit from the knowledge. Evaluate analytics capabilities and decision-support tools within the ecosystem to identify opportunities to enhance decision-making and improve student outcomes. In view of the above, the Centre for Distance and Virtual Learning, University of Hyderabad has come out to providing up skilling programme by jointly with reputed private and public scientific and industry section so that the participants not only update their knowledge and also their skills in the specialized areas.

Up-Skilling Programmes (Six Months)

Sl.No.	Name of the Programme	Eligibility	Course Fee (In INR)
1.	Advanced Certificate Programme in Critical Care	Graduates from Nursing, Medical and Allied Health Professionals	Rs. 50,000/-
2.	Advanced Certificate Programme in Emergency Care	Graduates from Nursing, Medical and Allied Health Professionals	Rs. 50,000/-

NOTE: Sl. No. 1 & 2 : For Admission Details Please contact: Ms. V. Nagalakshmi, Mobile No. 9381537739

2.3 ELIGIBILITY CRITERIA

Admissions to the Distance Education Diploma and Up-Skilling 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 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 (Minimum 50 Registrations). 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 through the email (address given by them in application).

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, exams. 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 self 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 Assistant Registrar, 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.

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 will be sent to enrolled students through email.

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 or online. The contact classes will be 5 to 10 days in a term. 75% 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 weightage of 10% of the total marks depending upon their performance.

4.8 EXEMPTION FROM CONTACT CLASSES

Requests for exemption from attending contact classes/ practical work shall not be entertained. Students have to attend the offline/online contact classes for 5 to 8 days in each term while the other courses like DCE, DCJ & FS, DLAN.. 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 subject to availability.

5. PAYMENT OF FEE AND FEE STRUCTURE

5.1 MODE OF PAYMENT

Students 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 provided. 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 / EXAM FEE

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

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

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

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 SCHOLARSHIPS SC/ST/OBC FOR STUDENTS FROM THEIR SOCIAL WELFARE DEPARTMENTS OF RESPECTIVE STATE GOVERNMENT:

Students who belongs to SC/ST/OBC, categories are required to pay their programme fee and their scholarship forms duly filled in by taking the endorsement and certification from the CDVL officials. Duly completed scholarship form may be submitted to the Social Welfare Department of their respective State Government for sanction. (Scholarship form may be obtained from their respective Social Welfare Department of their State).

5.4 PROGRAMME FEE PARTICULARS
DIPLOMA PROGRAMMES (ONE YEAR)

S. No.	Programme	1st Installment in Rupees	2nd Installment in Rupees	Total in Rupees
1.	DPM	9,500/-	9,500/-	19,000/-
2.	DBM	9,500/-	9,500/-	19,000/-
3.	DLAN	7,500/-	7,500/-	15,000/-
4.	DCL & IPR	10,000/-	10,000/-	20,000/-
5.	DCE	4,500/-	4,500/-	9,000/-
6.	DCJ & FS	9,000/-	9,000/-	18,000/-
7.	DTMA	12,500/-	12,500/-	25,000/-
8.	DETM	12,500/-	12,500/-	25,000/-
9.	DPRG & RD	5,000/-	5,000/-	10,000/-
10.	DHM	30,000/-	30,000/-	60,000/-
11.	DHCM	30,000/-	30,000/-	60,000/-
12.	DIPC	25,000/-	25,000/-	50,000/-
13.	DTTM	20,000/-	20,000/-	40,000/-
14.	DCEH	25,000/-	25,000/-	50,000/-

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

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Sl. No. 13:   For admission details please contact Ph. No : 040-2300 2200

Sl. No. 14 :   For admission details please contact phone no. 040 - 30615613

6. EVALUATION

The evaluation system of the 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 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 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 75% of 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.**

7.5 RE-ENROLMENT / RE-REGISTRATION

All students are expected to complete their course requirements within a period of 3 academic years, including the year of admission. After 3 years student can continue the course by Re-admission by paying full fee.

7.6 MEMORANDUM OF MARKS & PROVISIONAL CERTIFICATE (PC)

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.

7.7 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. It will be issued only after the completion of Convocation Procedure. Till such period students can use Provisional Certificate.

7.8 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.

7.9 TRANSFER OF CREDITS/MARKS

A candidate who has successfully completed the 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 DIPLOMA PROGRAMMES

8.1 DIPLOMA IN PROJECT MANAGEMENT (DPM):

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 DIPLOMA IN BUSINESS MANAGEMENT (DBM)

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 DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING (DLAN)

The 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

8.4 DIPLOMA IN CYBER LAWS AND INTELLECTUAL PROPERTY RIGHTS (DCL & 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

8.5 DIPLOMA IN COMMUNICATIVE ENGLISH (DCE)

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 Bhosale
CALTS, School of Humanities, University of Hyderabad.
e-mail: bhimraobhosle9@gmail.com, Ph: 040-23133650

8.6 DIPLOMA IN CRIMINAL JUSTICE & FORENSIC SCIENCE (DCJ&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 DIPLOMA IN TECHNOLOGY

MANAGEMENT IN AGRICULTURE (DTMA)

The One-Year Diploma in Technology Management in Agriculture (DTMA) 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

8.8. DIPLOMA IN EDUCATIONAL TECHNOLOGY MANAGEMENT(DETM)

The One Year Diploma in Educational Technology and Management (DETM) 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

8.9. 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

8.10 DIPLOMA IN HOSPITAL MANAGEMENT (DHM)

Diploma in Hospital Management (DHM) 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. 9885773424

email : dheeraj_t@apollomedskills.com

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

School of Management Studies, UoH
e-mail:acharyulu_gvrk@yahoo.com; Ph:040-23135010

8.11. DIPLOMA IN HEALTH CARE MANAGEMENT (DHCM)

Diploma in Healthcare Management (DHCM) 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

Dr. P. Srinivasa Rao, Ph No. 9885773424

emai l: dheeraj_t@apollomedskills.com

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

School of Management Studies, UoH
e-mail:acharyulu_gvrk@yahoo.com; Ph:040-23135010

8.12. DIPLOMA IN INFECTION PREVENTION AND CONTROL (DIPC):

This course is primarily aimed at developing capacity among learners for best practices in Health Care Associated Infection Prevention and Control. Healthcare 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), Joint Commission International (JCI), The Saudi Central Board for Accreditation of Healthcare Institutions (CBAHI) and other accreditation bodies to review the standards and objective elements for Infection Prevention and Control best practices during the accreditation process in India and worldwide.

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

For more information and to apply online visit www.pgdipc.com

Co-ordinators from School of Medical Sciences, UoH :

Prof. B.R. Shamanna, Ph : 040 - 23134584

e-mail : brsham@uohyd.ac.in

Prof. P Prakash Babu, Ph : 040 - 23135471

e-mail : prakash@uohyd.ac.in

Dr. Varalakshmi M, Ph : 040 - 23135475

e-mail : lakshmi@uohyd.ac.in

Co-ordinator from IFCAI : Dr. Ranga Reddy Burri, President, Infection Control Academy of India (IFCAI)

Ph No. 7095882277 ; e-mail : dr.rangareddy@ifcai.in

8.13. DIPLOMA IN TELECOM TECHNOLOGY & MANAGEMENT (DTTM)

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 Environment
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

8.14. DIPLOMA IN COMMUNITY EYE HEALTH (DCEH)

Community Eye Health (CEH) extends the individual patient-based traditional clinical practice of ophthalmology to the assessment and facilitation of good eye health to the population as a whole through using an interdisciplinary and multidisciplinary approach.

This course aims to help professionals and programs to focus on delivering quality eye care to benefit the population. Since the delivery of the course covers a broad base of competencies, the skills learnt from this program can be applied to other health care and development programs.

At the end of this course, the learners would:

Acquire the knowledge and understanding of the core elements of community eye health;

·Know how to apply the core elements for activities related to the prevention of blindness;

·Empower peers and subordinates at their work areas to assist in CEH activities;

·Use the broad-based curriculum to implement systems in any health-related field;

Become effective communicators and carry out advocacy for CEH and development programs.

This course is a collaborative program from the School of Medical Sciences, University of Hyderabad & the International Centre for Advance for Rural Eye Care (GPR-ICARE), L.V. Prasad Eye Institute, Hyderabad a WHO Collaborating Centre for Prevention of Blindness.

COURSE STRUCTURE: Term 1: 6 Months

CEH 101 - Introduction & Essentials of Community Eye Health.

CEH 102 - Epidemiology of common eye conditions in adults & children.

CEH 103 - Research methods in CEH.

CEH 104 - Planning, monitoring and management of eye care programs.

Term 2: 6 months

CEH 201 - Health Economics and Sustainability in eye health.

CEH 202 - Resource mobilization, advocacy and social marketing in eye health.

CEH 203 - Universal Eye Health and Comprehensive eye care models.

CEH 204 - Mandatory Project in Community Eye Health.

Co-ordinators from School of Medical Sciences, UoH:

Prof. B.R. Shamanna; Ph: 040 –23135473 e-mail: brsham@uohyd.ac.in

Dr.Konda V Nagaraju; Ph: 040 – 23135470

e-mail: knr@uohyd.ac.in

Co-ordinator from GPR- ICARE: Dr. Srinivas Marmamula

Associate Director - Public Health Research & Training (GPR ICARE); Ph: 040 -40 35225613; e-mail: sri.marmamula@lvpei.org

Eligibility: Graduate in Medicine, Dentistry, AYUSH, Optometry, Nursing, Allied Health Sciences, Nutrition, Health Care and Hospital Administration & Management, including Life Sciences discipline and any Science graduate with Biology as a core subject. Other graduates keen should have demonstrable health or hospital program working experience of minimum one full year and produce certificate of evidence and attach it with application when applying for this program.

9. INFORMATION ABOUT THE UP-SKILLING PROGRAMMES

9.1. ADVANCED CERTIFICATE PROGRAMME
IN CRITICAL CARE (SIX MONTHS):

Critical care (Intensive Care) is a team-based healthcare specialty that cares for patients with acute, life-threatening illness or injury. Critical care can be provided in life is threatening situations of various kinds.

In view to the global need, Advanced Certificate Program in Critical care is designed to equip health care and allied professionals with Critical Care competencies that bridge the theory-practice gap to ensure safe, effective and quality critical care. The certificate program is unique of its kind that builds upon existing competencies, and expands the knowledge and skills to deliver critical care confidently and efficiently in various critical care units of health care setting of different levels across the globe. The course is developed in collaboration between Apollo Med Skills Limited and School of Medical Sciences, University of Hyderabad, an Institution of Eminence.

Globally competent and qualified critical/emergency health care professionals are an alarming need and the Current pandemic has unveiled the dearth of trained critical care professionals worldwide. Adequate training in critical care skill under close monitoring and guidance will equip the participants to deliver safe, efficient, effective and quality patient care in critical care settings. The course will complement the health systems by enriching the critical care competencies among qualified health professionals, thus aims to meet the demand of critical care needs of different health care settings with competent and qualified health care human resource.

PROGRAM OVERVIEW:

The course is specially designed for the graduates from the health professionals (nurses, doctors, and other allied health professionals), offered through a collaboration between Apollo MedSkills Limited and School of Medical Sciences, University of Hyderabad to enhance clinical skills and competencies among nurses, doctors, and allied health professionals who are engaged or tend to engage in critical care practice to equip with proficient critical care skills to deliver safe, efficient, effective and quality patient care.

Eligibility Criteria:

1. Medical graduates with MBBS, registered with MCI/State Medical Council registration.

2. Nurses with a minimum qualification of B.Sc. Nursing / PC-BSC Nursing, registered with State Nursing Council.

3. GNM Nurses with minimum experience of one year working in Critical/emergency care units

4. Allied health professionals with health care and/or allied health care graduation, working and/or potential to work in critical care units, registered with respective councils andwith minimum of six months' experience.

PROGRAM STRUCTURE: The Certificate Program in Critical care is of 20 credits, spread over one semester, i.e 24 Weeks or Six months structured into three courses, such as Introduction to critical care principles and procedures, Critical Care Competencies I and II. The course is blended with online, live and clinical learning combining both theory and practice elements. Clinical skill training will be provided under close monitoring and mentoring of well experienced clinical practitioners. Teaching & learning strategies include, Self-paced study using the Learning Management System (LMS) on daily basis, mandatory active participation in virtual live sessions by experts, Assignment writing &timely submission followed by clinical experience in critical care units. Contact classes will be as per the CDVL guidelines, assignments completion and attending live sessions/contact classes, clinical hours with at least 75% attendance is mandatory course requirements for the successful completion of the program.

Coordinator, UoH: Dr. M. Vara Lakshmi, School of Medical Sciences, UoH; **Ph. No:** 040 - 2313 5475

Prof. P. Prakash Babu, School of Life Sciences, UoH

Ph.No.: 040-23134584; **email:** prakash@uohyd.ac.in

Coordinator, Apollo MediSkills: Ms. V. Nagalakshmi

Apollo MediSkills; **Mobile:** 9381537739

9.2. ADVANCED CERTIFICATE PROGRAMME IN EMERGENCY CARE (SIX MONTHS):

Advanced Certificate Program in Emergency Care is a distinctive program to advance the knowledge and skills among healthcare professionals seeking proficiency in this dedicated area of emergency care delivery and management. The course is specially designed for the qualified professionals from health sciences such as Medical and Nursing and other allied health sciences, who demonstrate inclination to improve their skills and competencies in emergency and critical care in various emergency conditions in healthcare arena. This course is offered jointly by Apollo Medskills Limited and School of Medical Sciences, University of Hyderabad, an Institution of Eminence.

Globally competent and qualified critical/emergency health care professionals are an alarming need and the unprecedented demands like the current pandemic has unveiled the dearth of trained emergency care professionals worldwide. The Advanced Certificate Program in Emergency Care aims to build upon existing knowledge and skills in Emergency Care and facilitates blended learning in advanced knowledge and skills in emergency procedures and conditions, facilitates clinical training to up skill the emergency skills, critical analysis and evidence based practice in the particular area in emergency units under close monitoring and mentoring of experienced clinical practitioners. By gaining certification, participants not only able to equip with advanced competencies, but also demonstrate a greater commitment to specialty and quality care in Emergency health care settings.

PROGRAM OVERVIEW:

The program is structured in three courses with a combination of both theory and practice elements based on the philosophy and procedures of the Emergency Care for the skill enhancement in competency building. It aims to build theory-practice gap, emphasizes the importance of the integration of theory and practice in evidence-based learning by facilitating advanced skills in emergency clinical skills and management.

Eligibility Criteria:

1. Medical graduates with MBBS, registered with MCI/State Medical Council registration.

2. Nurses with a minimum qualification of B.Sc. Nursing / PC-BSC Nursing, registered with State Nursing Council.

3. GNM Nurses with minimum experience of one year working in Critical/emergency care units

4. Allied health professionals with health care and/or allied health care graduation, working and/or potential to work in critical care units, registered with respective councils andwith minimum of six months' experience.

PROGRAM STRUCTURE:

The Advanced Certificate Program in Emergency Care is spread over one semester, i.e 24 Weeks or Six months for 20 credits. It is structured into three courses, such as Introduction to Emergency care, Emergency Care Competencies I and II. Teaching & learning strategies include, Self-paced learning through self learning material through the Learning Management System (LMS), mandatory active participation in virtual live sessions by experts. Clinical skill training will be under close monitoring and mentoring of well experienced clinical practitioners in emergency care units. Contact classes will be as per the CDVL guidelines, assignments completion, participating in live sessions/contact classes and clinical training with minimum of 75% attendance is mandatory course requirements for the successful completion of the program. e provided in life is threatening situations of various kinds.

Coordinator, UoH: Dr. M. Vara Lakshmi, School of Medical Sciences, UoH; **Ph. No:** 040 - 2313 5475

Prof. P. Prakash Babu, School of Life Sciences, UoH

Ph.No.: 040-23134584; **email:** prakash@uohyd.ac.in

Coordinator, Apollo MediSkills: Ms. V. Nagalakshmi

Apollo MediSkills; **Mobile:** 9381537739

10. STAFF PARTICULARS

S. No	Name of The Officer	Designation	Contact No.	E-mail
1	Smt. M. Premalatha	Assistant Registrar	24600264/118	cdvl.uoh@gmail.com
2	Smt. T.Prabhavathi	P.A to Director	24600264/202	cdvl.uoh@gmail.com

Contact Address for Communication :

Centre for Distance and Virtual Learning
University of Hyderabad
City Campus, Golden Threshold Building
Nampally Station Road, Abids, Hyderabad - 500 001
Tel : 24600264/265 Fax : 040-24600266 e-mail : **cdvl.uoh@gmail.com;**
website: **www.uohyd.ac.in**

Facilities at CDVL, GT Campus

Computer Lab

Digital Class Room

Faculty Chamber

Library

DEANS OF SCHOOLS

Prof. R. Radha
School of Mathematics and Statistics
Tel: (040) 23010560, 23134000

Prof. V. Krishna
School of Humanities
Tel: (040) 23010003, 23133300

Prof. Mary Jessica
School of Management Studies
Tel: (040) 23011091, 23135000

Prof. K.C James Raju
School of Physics
Tel: (040) 23134365, 23134300

Prof. Arun Kumar Patnaik
School of Social Sciences
Tel: (040) 23010853, 23133001

Prof. Geeta K. Venuganti
School of Medical Sciences
Tel: (040) 23135471

Prof. Ashwini Kumar Nangia
School of Chemistry
Tel: (040) 23010221, 23134800

Prof. Vasuki Belavadi
Sarojini Naidu School of Arts &
Communication
Tel: (040) 23011553, 23135500

Prof. Dibakar Das
School of Engineering Sciences
& Technology
Tel: (040) 23134451, 23134450

Prof. S. Dayananda
School of Life Sciences
Tel: (040) 23134500, 23134542

Prof. R.V. Ramana Murthy
School of Economics
Tel : (040) 23133100, 23133107

Prof. Chakravarty Bhagavati
School of Computer
& Information Sciences
Tel: (040) 23010780, 23134101

ADMINISTRATION

Registrar :
Dr. Devesh Nigam
Tel: (040) 23010245, 23132100

Controller of Examinations I/c.
Sri. Devesh Nigam
Tel: (040) 23010248, 23132101

Finance Officer I/c.
Dr. I. Lokananda Reddy
Tel: (040) 23010370, 23132200

ACADEMIC SUPPORT SERVICES

Chief Proctor
Prof. E. Hari Kumar
Tel: (040) 23132170 / 23134578

Dean, Students Welfare
Prof. B. Nagaraju
Tel: (040) 23132500/23133460

Chief Warden
Prof. D. Vijaya Lakshmi
Tel: (040) 23011859, 23132505

Director
Centre for Distance and Virtual
Learning
Prof. S. Jeelani
Tel: (040) 24600265

Director
Human Resource Development
Centre (HRDC)
Prof. Y. Narasimhulu
Tel: (040) 23010834 / 23132711

Director International Affairs
Prof. N. Shiva Kumar
Tel: (040) 23134041 / 23134056

Principal Scientific Officer (CIL)
Dr. Syed Maqbool Ahmed
Tel: (040) 23132662 / 23010234

Librarian
Dr. N. Varatharajan
Tel: (040) 23010318 / 23132600

University Engineer I/c.
M**r. D.V.N. Raju**
Tel : (040) 23132300

Chef Medical Officer I/c
Dr. P. Rajashree
Tel: (040) 23132407

Director
Physical Education
Dr. K.V. Rajasekhar
Tel :(040) 23132440 / 23132441

Public Relations Officer &
Placement Co-ordinator
Sri . Ashish Jacob Thomas
Tel: (040) 23010207, 23132110

APPLICATION NO.:

For office use only

UNIVERSITY OF HYDERABAD

APPLICATION FOR ADMISSION TO DISTANCE EDUCATION PROGRAMMES 2023

Paste here one recent
Passport size photograph

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

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

COURSE APPLIED FOR	CATEGORY						GENDER	
	SC	ST	OBC	MINORITY	PH	GEN	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: (b) Address for Correspondence

   ....

   ....

   ....

   PIN .... Phone / Mobile No ....   E-mail: ....

   Aadhaar Number: ....

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. Aadhaar Number : ....

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.sbi/sbicollect/icollecthome.htm?corpID=8920

Group Photo with CJ & FS Students

Sapling of Mango tree at GT Campus

Participants of DETM Programme

CJ & FS Students attending Contact Classes
at GT Campus

Virtual Recording room inaugurated
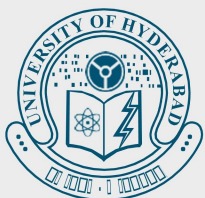by Vice-Chancellor

JAC meeting With NAARM

Courses Offered by Centre for Distance and Virtual Learning

1. Diploma in Project Management .... (DPM)
2. Diploma in Business Management .... (DBM)
3. Diploma in Energy Management .... (DENM)
4. Diploma in Library Automation & Networking .... (DLAN)
5. Diploma in Cyber Laws & Intellectual Property Rights .... (DCL & IPR)
6. Diploma in Communicative English .... (DCE)
7. Diploma in Criminal Justice & Forensic Science .... (DCJ&FS)
8. Diploma in Technology Management in Agriculture .... (DTMA)
9. Diploma in Education Technology Management .... (DETM)
10. Diploma in Panchyati Raj Governance & Rural Development ..... (DPRG & RD)
11. Diploma in Hospital Management .... (DHM)
12. Diploma in Health Care Management .... (DHCM)
13. Diploma in Telecom Technology & Management .... (DTTM)
14. Diploma in Community Eye Health .... (DCEH)

UP-SKILLING COURSES

15. Advanced Certificate Programme in Critical Care
16. Advanced Certificate Programme in Emergency Care

CENTRE FOR DISTANCE AND VIRTUAL LEARNING
UNIVERSITY OF HYDERABAD
City Campus, Golden Threshold Campus,
Nampally Station Road, Hyderabad - 500 001.
Tel : 040 - 2460 0264, Fax : 040 - 2460 0266
E-mail : cdvl.uoh@gmail.com, Website : www.uohyd.ac.in