

SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY): TIRUPATI – 517 502

Estd.by Govt. of A.P u/s 2(f) and 12(B) of the UGC Act, 1956

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CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
Recognised by Distance Education Bureau, UGC

PROSPECTUS

Academic Session
2025-26

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PROSPECTUS

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Sri Padmavati Mahila Visvavidyalayam

1. A brief profile

Sri Padmavati Mahila Visvavidyalayam (University for Women) was established in the year 1983 by Sri N.T. Rama Rao, the then Hon'ble Chief Minister of Andhra Pradesh, with the fervent desire to train women learners as better builders of the Nation and to inculcate skills of leadership in all aspects of life. The University was established under the Sri Padmavati Mahila Visvavidyalayam Act of 1983, with a vision of "Emancipation of women through acquisition of knowledge". The University has grown into an institution of academic excellence and has made valuable contribution to the women in the main stream of development. This year the University is offering 60 programmes at the post-graduate and undergraduate level with an excellent component of research.

The campus of Sri Padmavati Mahila Visvavidyalayam is spread out in a lush green area of 138.43 acres. The University is situated at a distance of 3 kms from the railway and bus stations of Tirupati. The campus has the necessary buildings to run its academic programmes and administrative machinery. There are separate buildings for Humanities and Sciences, Administrative building, Central Library, Auditorium, Sericulture Complex, Institute of Pharmaceutical Sciences, School of Engineering and Technology, Nursing College, Business Management, Computer Science, Computer Centre and Centre for Distance and Online Education. The campus is also having 9 hostel buildings and the sophisticated guest house.

2. Profile of Centre for Distance Education and Online Education(CDOE)

Sri Padmavati Mahila Visvavidyalayam being the only Women's' University in the Andhra Pradesh state realizes the significance of the need and intends to offer Higher Education Programmes in Distance mode exclusively for women covering the entire state with encherished vision and mission.

Vision:

To empower women as major partners in socio-economic-political and cultural developments of the society with value system through higher education and making them self – reliant.

Mission:

- i) To equip women with necessary knowledge, skills and work ethics coupled with values to develop professionally with high self-esteem and dignity.

- ii) To enable women to enhance their skill development through higher education for gainful occupation.

3. OVERVIEW OF THE PROGRAMMES

The Centre for Distance Education and Online Education (CDOE) offers the following programmes of study for **women learners**.

S. No.	Name of the Programme	Duration	Eligibility for Admission	Course fee		Medium of Instruction
Postgraduate Programmes						
1.	Master of Commerce	4 Semesters	B.Com graduate of a recognized University	I Sem.	5,000	English
				II Sem.		
				III Sem.	5,000	
				IV Sem.		
2.	Master of Arts (Telugu)	4 Semesters	Any graduate Degree from a recognized University with Telugu as one subject at graduate level.	I Sem.	4,000	Telugu
				II Sem.		
				III Sem.	4,000	
				IV Sem.		
Diploma Programmes						
3.	1. Diploma in Music - Sankeertana,	6 months	SSC with fundamental knowledge in Music	6 months	3,000	English
	2. Diploma in Music - Varnam					
	3. Diploma in Music - Annamaiah Antharangam					

4. POSTGRADUATE PROGRAMMES

4.1 Master of Commerce

The M.Com Course offers an opportunity for graduates to acquire theoretical as well as practical inputs in commerce. A Master's graduate in Commerce has the advantage of entering a career either in academics, research or alternatively in other professional areas of commerce and finance such as taxation, consultancy and financial services.

On the successful completion of the M.Com course students will acquire employment areas in various corporate sectors in their Finance, Accounts and Taxation departments, Banking sector, Research Associations, Indian Civil Services, Indian Statistical Services, Indian Economic Services, Insurance Industries and Educational Institutions.

Programme Structure

<i>1st Semester</i>			<i>2nd Semester</i>		
Code	Core / Elective	Title	Code	Core / Elective	Title
M.Com 101	Core	Organizational Behavior	M.Com 201	Core	Marketing Management
M.Com 102	Core	Business Economics	M.Com 202	Core	Human Resource Management
M.Com 103	Core	Corporate Financial Accounting	M.Com 203	Core	Financial Management
M.Com 104	Core	Business Environment & Policy	M.Com 204	Core	Techniques of Cost Accounting
M.Com 105	Skill	Research Analysis using SPSS	M.Com 205	Skill	Social Sustainable Project Design
M.Com 106	Skill	Business Communication in Practice	M.Com 206	Skill	Financial Accounting Packages (Tally)
<i>3rd Semester</i>			<i>4th Semester</i>		
Code	Core / Elective	Title	Code	Core / Elective	Title
M.Com 301	Core	International Business Management	M.Com 401	Core	E Commerce
M.Com 302	Core	Goods and Services Tax	M.Com 402	Core	Banking and Insurance
M.Com 303	Core	Accounting for Managerial Decisions	M.Com 403A	Elective	Security Analysis and Portfolio Management
M.Com 304	Skill	Entrepreneurship in Practice	M.Com 404A	Elective	Financial Derivatives
M.Com 305	Open Elective	Corporate Tax Planning / (MOOCs)	M.Com 405	Skill	Internship Cum Project
M.Com 306A	Elective	Financial Markets and Services			

4.2 Master of Arts (Telugu)

The objective of the programmes is to enable the learners to understand and appreciate the basis of evolution and growth of Telugu Language and Literature, to inculcate the literary taste and to create awareness of literary forms and modern trends, to impart knowledge of Telugu Language structure and modernization.

The learners trained in the programme will have various job opportunities as Telugu teachers in schools and colleges, translators in government and non-government offices, sub-editors, reporters in newspapers and also as freelance translators and journalists.

<i>1st Semester</i>		<i>2nd Semester</i>	
Code	Title	Code	Title
1.01	Pracheena Kavithvam	2.01	Adhunika Kavithvam
1.02	Telugu Vyakaranam Chandassu	2.02	Telugu Vyakaranam-Alankaralu
1.03	Bhasha Sasthram-Dawvani, Varna, Padamsa Vignanalulu	2.03	Bhasha Sasthram – Vakya, Artha Mandalika Vignanalulu
1.04	Telugu Sahithya Charithra -1	2.04	Telugu Sahithya Charithra -2
1.05	Anuvada Siddanthalu, Paddathulu	2.05	Telugu Bhashabhivridhi - Naviikarana
<i>3rd Semester</i>		<i>4th Semester</i>	
3.01	Telugu Bhasha Charithra	4.01	Adhunika Telugu Bhasha Nirmanam
3.02	Janapada Vignanam	4.02	Adhunika Sahithyamlo Vachana Prakriyalu
3.03	Sahithya Virmarsa – Prachya Reethulu	4.03	Sahithya Virmarsa Paschatya Reethulu
3.04	Samskritha Vyakaranam – Samskritha Kavyalu(Nirdishta Patyamsalu)	4.04	Samskrutha Vyakaranam Samskrutha Sahithya Charithra (Parichayam)
3.05	Patrikeya Vidya	4.05	Telugu Journalism charitra

5. DIPLOMA PROGRAMMES

Diploma in Music

Specialization 1 : Sankeertana
2 : Varnam
3 : AnnamayyaAntarangam

Programme Structure

Specialization 1 : Sankeertana.

Code	Title		
DMUSD1.01 Theory - Viva	Life History and Contribution of the composers learnt in practical		
DMUSD1.02 Practical	10 Compositions from any of the following:		
	1.	Thyagaraja Divyanamam/ UtsavaSampradayam	9. Sadasiva Brahmendra
	2.	Syama Sastry	10. Tumu Narasimha Dasu
	3.	Muthu Swamy Dikshitar	11. Narayanateertha
	4.	Patnam Subrahmanya Iyar	12. Jayadeva
	5.	Swathi Tirunal	13. Purandaradasa
	6.	Mysore Vasudevachar	14. Kshetrappa
	7.	Muthaiah Bhagavata	15. Annamayya
	8.	Ramadasu	

Specialization 2 : Varnam

Code	Title
DMUVD1.01 Theory - Viva	Technical Terms, Lakshanas of Geeta and Varna, Life History and contribution of Paidala Gurumurthy Sastry, Purandaradasa, Tala Scheme.
DMUVD1.02 Practical	Varnas with Gamaka and Anuswara.

Specialization 3 : AnnamayyaAntarangam

Code	Title
DMUAAAD1.01. Theory - Viva	Technical Terms, Lakshanas of Geeta and Varna, Life History and contribution of Paidala Gurumurthy Sastry, Purandaradasa, Annamayya, Tala Scheme.
DMUAAAD1.02 Practical	10 Compositions from any of the following category.
	1. Folklore
	2. Vedanta
	3. Sanskrit
	4. Krishna
	5. Rama
	6. Alamelumanga
	7. Nrisimha
	8. Kalyana Sankeerthanam
	9. Srungara
	10. Sanghika
	11. Lali
	12. Jola
	13. Mangalam
	14. Melukolupu

Evaluation: Theory – Viva – 25 Marks, Practical – 75 Marks: Total 100 Marks

6. Important Instructions**6.1. Admissions**

Academic Session beginning July, 2025

6.2 Course of Study

At the end of the every semester, the learner has to appear for the examination.

6.3 Admission Procedure

Eligible learners will be given provisional admission based on the attested photostat copies of the certificates enclosed with the application. All learners must produce their original certificates for verification personally at the CDOE, SPMVV. CDOE will give admission based on Provisional degree certificate but for receiving original PG Degree, after the completion of PG programme, learner must produce the relevant bachelor's original degree for verification.

- i) After enrolment, every learner will be allotted a registration number, which she should invariably mention in all her correspondence with the CDOE. Correspondence without registration number will not receive attention.
- ii) The learner will be admitted into the CDOE on the assumption that the entries in the admission application are correct and the learner has to fulfill all the requirements as mentioned in the application.
- iii) The University reserves the right to change the rules relating to admissions, regulations, examinations, etc., from time to time. However, any rule as amended, shall come into force with immediate effect and applicable to all the learners irrespective of the year of registration.
- iv) If adequate number of learners are not enrolled, the University reserves the right to withdraw the course.
- v) In order to help the learners, spot admissions are being introduced. Admission will be given on the spot at CDOE office after verification of original certificates on submission of filled in application form with enclosures and requisite fee in the form of DD/challan.

6.4 Fee Particulars:

Master of Commerce – Rs.5,000/- per year.

Master of Arts (Telugu) – Rs.4,000/- per year.

Diploma in Music – Rs.3,000/- per course.

6.5 Mode of Payment of Fee

- i) Fee remittances to the CDOE can be made through payment gateway. After click the **<https://cdoe.spmvv.org>** payment challan will be generated. Take the challan printout and attach the same to the application form.
- ii) Postal orders/MOs or any other mode of payment will not be accepted. The CDOE will not be held responsible for such payments.

- iii) **Fee once paid** by the learner will neither be refunded nor adjusted to other learners or other programmes or other batches.
- vi) There are ***no fee concessions*** to any category of learners.

6.6 STUDY MATERIAL:

- i) Material will be issued at CDOE office to the admitted candidates.
- ii) The course material is designed in such a manner that it will provide the learners a general understanding of the subject matter and also gives guidance for further reading of the subject. The material covers about 80 to 100 percent of the syllabus. Hence, the learners are also advised to refer the suggested readings for elaborate understanding of the subject. The course material includes the model question papers and some suggested readings for the benefit of the learner.

6.7 Contact Programme Classes

- i) Contact Programme Classes (CPC) will be held at the nodal centre for a period of 10 days for PG and 5 days for Diploma programmes. Since it is a self learning process the learners are advised to come prepared to these classes with basic understanding of the concerned topic.
- ii) The learner should have minimum attendance of 75 per cent. in the programme specific Personal Contact Programme (excluding counselling) and lab component of each of the programmes.
- iii) The centre will make no hostel/boarding arrangements and the learners have to make their own arrangement for attending these classes.

6.8 Students Support Services

The Centre for Distance and Online Education provides communication through e-mail, telephone, apart from the direct contact during contact programme classes.

7. Internal Assessment

- i) Internal assessment will be for 20 percent for PG programmes. A learner has to submit an ***assignment*** in each paper of a semester.
- ii) The learners are requested to take the responsibility of submitting assignments as per the schedule to CDOE, SPMVV for evaluation, failing which the learners have to forego the weightage attached to internal assessment.

Guidelines for answering assignments

- i) Learners can download the topics from www.spmvv.ac.in and they can also approach CDOE office for obtaining the topics and they should follow the dates given in academic calendar for submission.
- ii) All the learners must write the assignments in their own handwriting and submit assignments only to the Director, CDOE, SPMVV.
- iii) Those who could not submit the assignments within stipulated time due to unavoidable reasons are permitted to submit before the examinations on payment of Rs.500/- as late fee.

Assignment Submission Form

Register No.	:	_____
Batch	:	_____
Course Code	:	_____
Course Title	:	_____
Year of the study	:	_____
Subject Code	:	_____
Subject Title	:	_____
Assignment No.	:	_____
Date of Submission	:	_____
Name of the learner	:	_____
Address	:	_____ _____ _____
Phone No.	:	_____
E-mail	:	_____
Signature	:	_____

Please enclose two sets of receipt along with your assignments.

If pass marks are not obtained in any assignment, it should be resubmitted. Once the pass marks are obtained, the assignment cannot be resubmitted for improvement of marks/class.

SRI PADMAVATI MAHILA VISVAVIDYALAYAM
(WOMEN'S UNIVERSITY) : TIRUPATI – 517 502
CENTRE FOR DISTANCE AND ONLINE EDUCATION
Receipt

Sl.No.....

Date:.....

Applicant's Name : _____

Name of the course: _____

Reference No./Enrolment No: _____

Sl. No.	Paper Title	Assignment – I	Assignment – II	Assignment – III	Assignment – IV	Assignment – V
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Total No. of Assignments						

Name of the Receiver: _____

Postal address:

All correspondence pertaining to the Centre for Distance and Online Education must be addressed to

The Director
Centre for Distance and Online Education
Sri PadmavatiMahilaVisvavidyalayam
Tirupati – 517 502.
Andhra Pradesh.

8. Examination System & Pass Percentage

- i) PG Programmes of CDOE have comprehensive evaluation in the form of internal assessment besides University examination and have 20:80 percent weightage respectively.
- ii) After completion of the course requirements, the University examinations shall be conducted for 80 marks with 3 hours duration.
- iii) The passing for each paper shall be 40 percent and an aggregate 50 percent.
 - a. There shall be no Passing Minimum for Internal.
 - b. For External Examination, Passing Minimum shall be of 50% (Fifty Percentage) of the maximum marks prescribed for the paper.
 - c. In the aggregate (External + Internal) the passing minimum shall be of 50% for each Paper/Practical/Project and Viva-voce.
 - d. Grading shall be based on overall marks obtained (internal + external).

8.1 Information relating to examinations

- i) The learners will not be permitted to take the examinations unless they clear all the dues to the CDOE.
- ii) The registration number of the learner should be written in the column provided in the examination application form for easy reference. Information relating to the examinations such as last date for receipt of examination application along with the prescribed fee receipt will be intimated by the Centre for Distance and Online Education (CDOE).
- iii) Examination fee once paid will under no circumstances be refunded or held over for subsequent examinations.
- iv) The CDOE will not be responsible for any kind of postal delay in submission of examination application by the learner.

8.2 Examination Fee Particulars

The learners of P.G. programmes shall pay the examination fee of Rs.1,265/- per each semester and the in 4th semester Rs.2,485/- including Migration & Provisional Certificate charges. It shall be remitted through through payment gateway. After click the **<https://cdoe.spmvv.org>** payment challan will be generated. Take the challan printout and attach the same to the application form.

8.3 Issue of Hall Tickets, Marks Statements and Provisional Certificates

- i) Learners have to collect their Hall tickets from the office of Centre for Distance and Online Education, Tirupati. Issuing of Hall tickets will begin three days before the commencement of examinations.
- ii) The Centre for Distance and Online Education will arrange to dispatch marks statements and provisional certificate etc. to the learners of the Centre for Distance and Online Education who have fulfilled all the requirements as per the existing rules and regulations.
- iii) If the learner finds any delay in receiving the above she may write to The Director, Centre for Distance and Online Education, SPMVV, Tirupati-517502 regarding the non-receipt of the same. The letter to the Director should contain all the particulars of examination such as month and year of appearance, centre, registration number etc. with Xerox copies of all marks memos.

8.4 Award and Issue of Degree Certificate

- i) After successfully qualifying the examinations learners will be awarded respective Post Graduate degree by the University.
- ii) The Centre for Distance and Online Education will arrange to issue the Degree certificate to all the learners of the Centre for Distance and Online Education on payment of prescribed fee.
- iii) The learner should use the prescribed application form which can be obtained from the Centre for Distance and Online Education for the issue of Degree in advance.
- iv) The payments towards prescribed fee for Degree Certificate are to be remitted in favour of The Registrar, SPMVV, Tirupati through Demand Draft.
- v) The learners have to enclose the Demand draft to the prescribed application form for the issue of degree and send the same to the Director, Centre for Distance and Online Education, SPMVV, Tirupati.

8.5 Classification of successful learners

The classification will be on the basis of the total marks obtained by the learner i.e. the total marks secured in all the programmes

- i) Learners securing 70% and above in the aggregate marks shall be placed in distinction.
- ii) Learners securing 60% and above but less than 70% in the aggregate marks shall be placed in first class.

- iii) Learners securing 50% and above but less than 60% in the aggregate marks shall be placed in second class.

9. Minimum and Maximum Duration of Programme:

For PG Programmes;

Learners shall have to complete the course within 4 academic/calendar years from the year of joining the course.

For Diploma Programmes;

Learners shall have to complete the course within 1 academic/calendar year from the year of joining the course.

10. Enquiries

Enquiries will be attended by the office from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm on all working days. The Centre for Distance and Online Education works for 6 days in a week. CDOE observes holidays on Sundays and the other holidays declared by the State Government. The learners are also advised to clear all their doubts of administrative and academic nature during the time of Contact Programme Classes.

11. Instructions to fill application form

- (i) The application duly filled-in together with all the required enclosures should reach the Director, Centre for Distance and Online Education, SPMVV, Tirupati-517502 by registered post on or before the date notified in the Admission Notification.
- (ii) The learner is required to mention clearly the course of study and year for which she is seeking admission into the Centre for Distance and Online Education.
- (iii) The name of the learner as well as her father/husband should correspond with those that are recorded in her matriculation certificate/S.S.L.C./ S.S.C/H.S. & M.P.S.L.C. Register.
- (iv) The date of birth of the learner should correspond with that as recorded in her matriculation or that of an equivalent examination.
- (v) Application sent without application fees will be rejected.
- (vi) Incomplete applications will not be processed by the Centre for Distance and Online Education and they will be rejected.
- (vii) The attested copy certificates are to be enclosed with the application form.
- (viii) The following certificates are to be enclosed along with the application form:
 - a) Degree/Provisional Certificate of the previous examination passed.

- b) Two recent photographs (one pass port size duly attested by a gazetted officer at the lower portion of photo to be affixed to the application and the other to be enclosed).
- c) Receipt of payment Challan.
- d) A copy of Aadhar/PAN card.

Legal disputes

With regard to disputes arising in the matters of the CDOE,
all legal proceedings will be in the jurisdiction of Tirupati only.