

FAQ's

1. What is the admission procedure for taking admission in Centre for Distance and Online Education (CODE) ,Sri Venkateswara University?

Students need to Visit our SVU CDOE official site www.svucdoe.ac.in, fill the admission application form on online only. Steps to follow for taking admission into ODL programmes:

1. Visit www.anucde.info
2. Click on "Admission Application form" link.
3. Click on "Apply Now" Button.
4. Register yourself with your mobile number and email Id.
5. OTP will be received to the registered mobile number and validate the email Id.
6. Application will be opened and filled it on online.
7. Scan and upload Photo, Signature, Aadhaar card, Caste if applicable, PH if applicable, Employee appointment order if applicable and Programme eligibility support documents.
8. Fee must be paid at the end of the application on online only.
9. Download the Acknowledgment and filled in application form to print and submit to ANUCDE office along with xerox copies of above said documents.
10. The confirmation of admission will be subject to verification of original documents at ANU CDE office.
11. All fees related to admission, registration, backlog; clearance, etc. shall be remitted through ON online transactions only.

2. Can I submitted admission application form manually?

No, admission application form should be filled on online admission link only from our website www.anucde.info. Before taking admission, you should read the prospectus of ANU, CDE carefully.

3. Can I pay the fee in instalments?

No, Fee cannot be paid in instalments. You should pay year wise fee at a time.

4. Is there any age restriction to study in ANU CDE Programmes?

There is no upper age restriction for taking admission into any programme under ODL mode in ANU CDE.

5. What is the last date to apply for the ANU CDE ODL Programmes?

ANU CDE offers 2 batches for every academic year as per the UGC-DEB guidelines.

- a) Academic session beginning January for Calendar Year
- b) Academic session beginning July for Academic Year

last date for taking admission into programmes of ODL is fixed by UGC-DEB, New Delhi time to time and the same dates will be given in our admission notification for taking admissions are available in our website www.anucde.info.

6. How many programmes are offering in our ANU Centre for Distance Education?

ANU CDE is offering 14 Post Graduate programmes, 13 Under Graduate programmes, 2 Diploma programmes and 2 Certificate programmes. For further details, please visit our website www.anucde.info

7. What will be the medium of instruction for the programmes offered in ANU CDE?

English is the medium of instruction for most of the programmes. Some programmes are offering in Regional Languages such as Telugu. For further details, please check the admission notification and programme structure and syllabus in our website www.anucde.info.

8. What is the admission fee for various programmes at ANU CDE?

To know the admission fee for various programmes at ANU CDE, please follow the admission notification or Fee particulars in our website www.anucde.info.

9. After taking admission in any programme can a student cancel the admission and request for refund of fee?

As per ANU CDE norms, Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other person. The same student is allowed to change into other programme if required and has eligible. Conditions may apply to change programme.

10. How long it take to confirm the admission at ANU CDE?

It takes a maximum of 2 months to confirmation of admission of programmes at ANU CDE.

11. What is the general eligibility criterion?

Admissions are governed by rules and regulations that are issued by UGC-DEB New Delhi and the Andhra Pradesh State Council for Higher Education (APSCHE) from time to time. Students are considered for provisional admission only, based on the certificates uploaded by them through online web portal and the University reserves right to cancel the admission of any Student based on not fulfilled the requirements of ANU, CDE.

12. What is the eligibility and documents required for admission into Under Graduate programmes?

Prescribed qualification is necessary. Please visit our website for further details www.anucde.info. Further, Age Proof is required for all admissions and the following are considered in the order of priority:

SSC / 10th Class

Birth Certificate Issued by Panchayat Office or competent authorities

Affidavit certificate by Notary

A pass in 10+2 or equivalent is eligible for taking admission into UG Programmes.

13. What is the eligibility and documents required for admission into Post Graduate programmes?

Prescribed qualification is necessary. Please visit our website for further details www.anucde.info. Further, Age Proof is required for all admissions and the following are considered in the order of priority:

SSC / 10th Class

Birth Certificate Issued by Panchayat Office or competent authorities

Affidavit certificate by Notary

A passed in Graduation Original Degree / Provisional Certificate and Memorandum of Marks Certificate of the Qualifying Examination or equivalent is eligible for taking admission into PG Programmes.

14. What is the eligibility and documents required for admission into Diploma / Certificate programmes?

Prescribed qualification is necessary. Please visit our website for further details www.anucde.info. Further, Age Proof is required for all admissions and the following are considered in the order of priority:

SSC / 10th Class

Birth Certificate Issued by Panchayat Office or competent authorities

Affidavit certificate by Notary

15. What is the procedure for programme change? What is the time period can the student change into other programmes? If yes, what is the fee applicable to change programme?

Normally programme change is not permitted. However, if the student desires to change or not eligible in joined programme, he/she has to apply on student login within 15 days of provisional admission. The fee for programme Change is Rs. 500/-.

16. Which document is the base for the naming on programme certificates of the students?

Base for naming on programme certificates of the students are name as printed in SSC /10th class certificate. In case of SSC /10th class is not studied, Date of Birth Certificate issued by Panchayat office or competent authority or Affidavit certificate by Notary.

17. For female candidates (married), what are the extra documents required for the name?

Usually, whatever name is appearing in the SSC /10th class is not studied, Date of Birth Certificate issued by Panchayat office or competent authority or Affidavit certificate by Notary will be considered for programme admission.

However, if a female (married) wants to change the surname, she has to submit the original Gazette Notification of the Name change. She has to upload in the website and also submit attested Xerox copy of the same.

18. what is the fee for change of name Even any student irrespective of the gender who wishes and has to submit the appropriate Gazette Notification?

Fee shall be decided by University from time to time.

19. How can I get the programme syllabus and content?

The syllabus and content of programmes are available in our website www.anucde.info.

20. Is there any guidance for the preparation of programmes?

The students are allotted to the concerned Learner Support Centres (LSCs) of their choice. They have to attend the Personal Contact Programme (PCP) classes conducted in their concerned LSCs. ANU CDE is paid the amount to LSCs for arranging the Personal Contact Programme (PCP) classes through appointed empanelled Academic Counsellors.

21. Will the students have Theory and Lab/Practical classes?

Yes. Theory and Lab/Practical classes are a part of the curriculum basing on the curriculum of the programme. The theory and Lab/Practical classes are conducted in their allotted LSCs.

22. What is the schedule of PCP classes in LSCs?

The schedule for PCP classes is given by the ANU CDE. The PCP classes are conducted on Saturdays and Sundays for the convenience of the students to attend. Attending to PCP classes is compulsory and the complete guidance for the programmes is given by the course wise empanelled Academic Counsellors in the LSCs.

23. When will be the examinations conducted each year?

The ANU CDE conducts examinations 2 times each year, one in June and the other in December.

24. What is the examination evaluation pattern?

The evaluation pattern of ANU CDE consists of two parts. Continuous or formative assessments through assignments with 30 percent weightage and summative assessment through end semester examinations with 70 percent weightage.

25. When should I pay examination fee?

Students should not pay examination fee separately. It is included in their admission fee. But candidates who are not attended for regular examinations or who having backlog papers can appear for supplementary examinations by paying the prescribed fee as and when examination notification is given.

26. How and where the examinations are conducted?

Examinations are conducted in pen and paper mode. The name of the examination centre and place is printed on the examination hall tickets, can be downloaded from our website. The examination centres are personally visit, verified and approved by ANU CDE time to time by committee.

27. When is our examination results declared?

The result will be declared within two months after completion of the examinations. The results will be announced in our website www.anucde.info. You can download web memo from the website.

28. What is the process of obtaining of certificates?

The certificates are sent by post to the address given in admission application form, if student is not having any fee dues and verification of their original certificates is completed at the ANU CDE office. If student residential address is changed, enter your student login and change the address by paying prescribed fee fixed by university. If student is not traced by post office, the certificates will return to ANUCDE. The students personally come and collect the certificates by showing their identity cards. Students are advising to change the address when even you change the residential address for getting the best services from university.