



**DRAVIDIAN UNIVERSITY
DUCET – 2019-20**

Instructions to the candidates for filling the Application Form

1. Application for entrance examination for admission into various courses during 2019-20 is to be submitted in the prescribed form. A separate application is required for each course.
2. Candidates are required to pay the prescribed entrance examination fees of Rs. 500/- (for General/BC Candidates) and Rs.250/- (for SC/ST/Differently Abled candidates) in the form of Demand Draft drawn in favour of the Registrar, Dravidian University, Kuppam payable at Andhra Bank, Dravidian University Branch, Kuppam (Code 0001539).
3. The Application form must be filled in English only (using CAPITAL letters). Where the information is required to be filled in boxes, only one alphabet is to be written in each box.

4. Choice of Subject Codes: Each subject has been given a two letter code. Select the subject from the list given below and indicate the code of the subject.

Programme	Subject	Subject Code
Certificate Course	Academic Writing	CA
Certificate course	Malayalam	CM
Certificate Course	Tamil	CD
Certificate Course	Tulu	CT
Diploma course	Malayalam	DM
Diploma Course	Tamil Language	DD
Diploma Course	Tulu	DT
Diploma Course	Yoga	DY
P.G. Diploma Course	Folkloristics	DF
P.G. Diploma Course	Translat ion	DI
P.G. Diploma Course	Tourism	DS
B.A.	History, Telugu, Political Science	HTP
	History, Economics, Political Science	HEP
	History, Telugu, Sanskrit	HTS
	History, Telugu, Philosophy	HTP
	Linguistics, Sociology, History	LSH
B.B.A.		BBM
B.Com. (Comp.App)		BCC
B.Sc.	Botany, Biotechnology, Chemistry	BBC
	Zoology, Biotechnology, Chemistry	ZBC
	Botany, Zoology, Chemistry	BZC
	Biochemistry, Microbiology, Chemistry	BMC
	Maths, Statistics, Computer Science	MSCS
B.S.W.	Sociology, Social Work, Psychology	BSW
B.Ed.		BED
B.P.Ed.		BPED
T.P.T		TPT
M.A.	English	EN
M.A.	Folklore	FS
M.A.	History	HT
M.A.	Kannada	KD
M.A.	Linguistics	LG
M.A.	Performing Arts	PA
M.A.	Philosophy	PH
M.A.	Tamil	TM



M.A.	Telugu	TL
M.A.	Tourism Management	TR
M.Com	Commerce	CO
M.Ed.	Education	ME
M.L.I.Sc	Library Science	LS
M.S.W.	Social Work	SW
M.Sc.	Biotechnology	BT
M.Sc.	Botany	BO
M.Sc.	Environmental Management	EM
M.Sc.	Chemistry	CH
M.Sc.	Computer Science	CS
M.Sc.	Herbal Sciences	HS
M.Sc.	Mathematics	MM
M.Sc.	Zoology	ZO
M.C.A		MCA
M.B.A		MBA

Single application can be used for multiple courses by giving the order of preference of their choice from any of the following two groups of PG Programmes.

Group 1: Philosophy/Linguistics/Folklore/History/Library Science/Social Work.

Group 2: Bio-Chemistry/Biotechnology

Note: Each of the above two groups will have a Common Entrance Test. Preference will be given in admission based on the subjects studied in the qualifying degree.

Use the “Code” as indicated against each subject while providing the information against the column: order of preference in the application.

5. Examination Centre: Dravidian University, Kuppam



SPECIFIC INSTRUCTIONS FOR PROVIDING INFORMATION AGAINST EACH ITEM OF THE APPLICATION FORM

- 1. Mention the Course Applied for:** For example: **M.A. Telugu**
- 2. Name of the candidate:** Write your name in CAPITAL letters as was given in the SSC/ Matriculation certificate. One box should be left blank between two parts of the name. In case the name is long and cannot be accommodated within the boxes provided, add additional boxes.
- 3. Father's and Mother's name:** Write your father's and mother's name in CAPITAL Letters and also provide the information on their occupations and annual income.
- 4. Date of Birth:** Indicate your date of birth in terms of Day, Month and Year. Use numerals 01, 02, ... 31 for day and 01,02,12 for month, (January, February December respectively). Use all the four digits of the year for the year of birth. For example, 9th of March, 1987 is to be written as 09 03 1987.
- 5. Sex:** Write [M] for Male; [F] for Female.
- 6. State of Domicile:** Mention the following alphabetical code of the state /union territory to which you belong:

State	Code
Andhra Pradesh	AP
Arunachal Pradesh	AL
Assam	AS
Bihar	BH
Chattisgarh	CG
Delhi	DL
Goa	GA
Gujarat	GT
Haryana	HN
Himachal Pradesh	HP
Jammu & Kashmir	JK
Jharkhand	JH
Karnataka	KN
Kerala	KL
Madhya Pradesh	MP
Maharashtra	MT
Manipur	MN
Meghalaya	MG
Mizoram	MZ

Nagaland	NG
Orissa	OR
Punjab	PN
Rajasthan	RJ
Sikkim	SM
Tamil Nadu	TN
Telangana	TL
Tripura	TR
Uttaranchal	UA
Uttar Pradesh	UP
West Bengal	WB
Andaman & Nicobar	AN
Chandigarh	CH
Diu and Daman	DD
Dadra & Nagar Haveli	DN
Lakshadweep	LD
Pondicherry	PO
Foreign National	FN

- 7. Category:** Indicate the code corresponding to your category in the boxes provided.

General	GE
Backward classes	BC (A,B,C,D,E)
Scheduled Caste	SC
Scheduled Tribe	ST
- 8. Special Categories:** Candidates for admission to P.G. Courses, if seeking weightage for excellence in NCC, NSS, CAP (Children of Armed Personnel), DA (Differently Abled), SP



(sports and games) should tick (“) the relevant box/boxes and also enclose copies of certificates in support of their claim, failing which no weightage would be given.

9. Result of the qualifying degree exam: Write present position regarding the Result of your qualifying degree examination indicating it by using one of the following codes:

If you have already passed the qualifying examination, **tick E P** If you have appeared for the said examination and are waiting for the result, **tick R A**

Provide the information on the percentage of marks you have secured in the qualifying exam. If the final year result of the qualifying degree is not available, write the percentage of marks available.

10. Academic Record: Information relating to academic record from Matriculation onwards should be furnished under this column indicating clearly name of the Board/ College/Institution, subjects studied and passed, month & year of passing, etc. In case the result of the final examination is not declared or the final examination is yet to be held, the result of the previous years/semesters should invariably be given in the relevant sub-columns. Percentage of marks must be clearly written in the prescribed column.

11. Address for Communication:

12. Mobile Number:

13. Email Id:

14. Declaration by the applicant: It should be signed by the candidate herself/himself. If the signature is found to be fake at any time (during or after completion of the course) will lead to automatic cancellation of the student’s admission in the University, if granted/cancellation of the degree if awarded in addition to appropriate action as the University may deem fit.

15. Declaration by the Father/Mother/Guardian: This should be signed strictly by the Father or Mother of the candidate, or by the Legal Guardian, if both the parents are not alive. The signature of Parent(s) / Legal Guardian appearing in the respective application form submitted by the student will be used for all purposes as the authentic one and liable for verification by State/ Central Governments or other organizations as the case may be, during the period of the studies in the University. If the signatures of Parent(s) / Legal Guardian are found to be fake at any time (during or after completion of the course), it may lead to automatic cancellation of admission of her/his ward, if granted/cancellation of the degree if awarded including appropriate action as the University may deem fit.

16. Particulars of Demand Draft: Give details of payment made towards entrance examination fee.

17. Filled in Applications are to be sent to the office of Dean, Academic Affairs, Dravidian University, Kuppam.



DOCUMENTS TO BE ATTACHED ALONG WITH APPLICATION

Note: Applications can be submitted in two modes: (i) online (ii) offline. Applications and prospectus can be obtained from the office of the Dean, Academic Affairs, Dravidian University, Kuppam– 517 426 either in person or by post by paying Rs.500/- as D.D. (Rs.250/- for SC/ST/Differently abled) drawn in favour of ‘The Registrar, Dravidian University’, payable at Kuppam.

c) Application can also be downloaded. For downloaded application, enclose D.D. for Rs.500/-
- d) Entrance Test will be conducted at Dravidian University Campus. For further details visit www.dravidianuniversity.ac.in

Contact: +91 9059117712.

1. Attested photocopies and other materials to be enclosed along with the application:
 - i. Transfer Certificate, Conduct Certificate, S.S.C & Intermediate Pass Certificates, Degree Marks & Provisional Certificates as the case may be.
 - ii. Original Caste Certificate (Permanent or Latest obtained from the M.R.O/Tahsildar).
 - iii. Income Certificate (obtained in 2015 from the M.R.O / Tahsildar).
 - iv. Relevant Certificate in case of Differently Abled.
 - v. Relevant Certificate in case of NCC/NSS/Games & Sports.
 - vi. Discharge Certificate and Service Certificate of the parent in case of Children of Armed personnel.
 - vii. Migration Certificate (in case of other university students).
 - viii. 4 Pass-port size recent photographs.
 - ix. A Demand Draft for Rs.500/- (for general categories) and Rs. 250/- (for SC/ST/Differently Abled) in person and by Registered Post favoring “The Registrar, Dravidian University” payable at Kuppam. c) For downloaded application, enclose DD for Rs.500/- drawn on any nationalized Bank (preferably Andhra Bank) payable at Kuppam in favour of the Registrar, Dravidian University, Kuppam.
 - x. Two Self-addressed Post-Cards.
 - xi. Legal Size Self-addressed cloth covers with Rs.10/- postal stamps affixed on them.
 - xii. Aadhar Card photocopy.
 - xiii. Bank Pass Book photocopy.

Note:

- (1) All the above original Certificates should be submitted by the candidate at the time of counselling and admission.
- (2) Registration fee once paid will not be adjusted to any other programme or refunded unless the programme is cancelled by the University.

RESERVATION/ALLOCATION OF SEATS

A. Reservation for SC/ST/BC Communities:

The seats are reserved for the following categories as per the relevant Government Orders of Government of Andhra Pradesh.

- (a) **15% of seats** in each course shall be reserved for the candidates belonging to Scheduled Castes.



(b) 6% of seats in each course shall be reserved for the candidates belonging to the scheduled Tribes.

- i. The seats reserved for scheduled tribes shall be made available to scheduled castes and vice versa, if qualified candidates are not available in the category.
- ii. If qualified candidate belonging to Scheduled Castes and Scheduled Tribes communities are not available, the left over seats reserved for them shall be treated as unreserved seats and shall be filled by the candidates of General pool.

(c) 29% of seats in each course shall be reserved for the candidates belonging to the Backward classes and shall be allocated among the five groups of Backward classes as shown below:

GROUP 'A' - 7%

GROUP 'B' - 10%

GROUP 'C' - 1%

GROUP 'D' - 7%

GROUP 'E' - 4%

- i. If qualified candidates belonging to Backward Classes of a particular group are not available, the leftover seats shall be adjusted for the candidates of next group. If qualified candidates belonging to Backward Classes are not available to fill up the 29% seats reserved for them, the left over seats shall be treated as unreserved and shall be filled up with candidates of General pool.
- ii. No candidate seeking reservation for admission under the above categories be allowed to participate in the Counselling for admission unless he/she produces the Integrated Community Certificate prescribed by the Govt., and issued by the Revenue Authorities in the Government (vide G.O. Ms. No: 58, Social Welfare (J), Dept., Dated: 12-5-1997).

B. Reservation for women:

- (a) One third of the seats are reserved for women candidates in each category (i.e. OC, SC, ST, BC, Special Categories and L/NL). This rule is not applied if women candidates selected on merit in a category from one third or more of the seats therein. If there are no suitable candidates in a category, the seats will be filled with men candidates of the same category. Absence of adequate number of women candidates in a category cannot be compensated by giving more seats for women in another category.

C. Reservation for special categories:

- (a) There shall be horizontal reservation in each category (OC, BC, SC, ST) in each course for the following categories, to the extent indicated against them.
 - i. Differently Abled (DA) – 3% (three percent) for Visually handicapped / hearing impaired / Orthopedically Handicapped (each 1%) (one percent).
 - ii. Children of Armed Forces Personnel (CAP) – 2% (two percent) for the children of armed persons i.e. Ex-Servicemen, Defence Personnel including the Children of Border Security



Force and the Central Reserve Police Force residing in Andhra Pradesh for a minimum period of 5 years.

- iii. National Cadet Corps (NCC) – 1% (one percent) for National Cadet Corps candidates.
- iv. National Service Scheme (NSS) – 1% (one percent) for NSS volunteer candidates.
- v. Sports and Games (SP) – 1% (one percent) for Sports and Games candidates.

If qualified candidates belonging to NCC/NSS/DA/SP/CAP categories are not available, the left over seats shall be filled up with candidates of General Pool.

NCC/NSS

1. Local candidates only are considered for admission under the categories of NCC, NSS.
2. Participation during the period of study of the qualifying examination is alone considered.

Priority I:

International level participation in NCC.

International level participation in NSS activities.

International participation in approved World competitions/ World competitions for Juniors/ World University Competitions in the order.

International level participation in Youth Festival.

Priority II:

National level participation in NCC.

National level participation in NSS activities.

National championship/Junior National championship/South Zone championship

Participation in Games & Sports in the order.

National level participation in Youth Festival with prize.

Priority III:

State level participation in NCC or just 'C' or 'B' certificate Holders.

State or Inter-university NSS camps or NSS two Special camps.

Inter-University/Inter-District/Inter-Collegiate participation in Games & Sports in the order.

South Zone level participation in Youth Festival (Priority for prize winners)

Sports & Games

Participation in the following games and sports only shall be considered under Games & Sports

Category if certified by recognized bodies or associations:

Cricket, Foot ball, Hockey, Volley Ball, Basket Ball, Tennis, Kabadi, Shuttle-Badminton, Ball-Badminton, Table Tennis, Athletics, Swimming, Weight Lifting, Wrestling, Boxing, Gymnastics, Kho-Kho, Hand Ball, Chess, Cycling, Rowing, Body Building and Shooting.

Candidate shall have to produce the following documents:

- i. Certificates issued by a recognized Sports Body or Association.
- ii. Group photos or paper cuttings, if any as a proof of participation of the candidate in the sports or games events. Special Categories Merit list will be prepared with candidates of Priority I arranged in the order of DUCET rank followed by candidates of Priority II arranged in the order of DUCET rank followed by candidates of Priority III arranged in the order of DUCET rank.



- iii. When there is only one special category seat in a course, it will be filled as per the order in the special category merit list.
- iv. When there are two special category seats, the first seat will be filled as per the order in the special category merit list. The second seat will be filled from the special category merit list by a candidate belonging to the category other than the category of the first candidate selected ensuring women reservation.
- v. When there are three special category seats, one seat is earmarked for each category. The first seat will be filled as per the order in the special category merit list. The second seat will be filled from special category merit list by a candidate not belonging to the category of the first candidate selected. The third seat will be filled from the special category merit list by a candidate belonging to the remaining category ensuring women reservation. The left-over special category seats will be filled by general open category.

Differently Abled (DA) Category

- (a) DA candidates should enclose the attested copy of the certificate issued by the Medical Board of District Headquarters Hospital or General Hospital of a Medical College. The Certificate should indicate the nature and extent of disability in percentage.
- (b) At the time of interview, a differently abled candidate must submit the original DA certificate and appear before the Medical Officer of Dravidian University.
- (c) Admission will be made on the basis of the percentage of disability as assessed by the University Doctor, but not according to the rank in the entrance test. Where disability is equal, merit in the entrance test will be taken into consideration for admission.
- (d) A differently abled candidate will not be admitted into a course if the disability does not allow him to pursue the course to a reasonable extent.
- (e) If there is no suitable candidate under DA category, the seat will be filled with a candidate of local open category.

Children of the Armed Personnel (CAP)

The following priorities shall be drawn up with regard to the Children of Armed Personnel.

- i. Children of Servicemen killed in action.
- ii. Children of Ex-Servicemen disabled in action and permanently incapacitated as a result thereof in respect of disability pension.
- iii. Children of Ex-Servicemen and Servicemen who have received Gallantry Awards in the following order. (a) Param Vir Chakra; (b) Ashok Chakra; (c) Mahavir Chakra; (d) Kirti Chakra; (e) Vir Chakra; (f) Shaurya Chakra; (g) Sena/Nao Sena/Vayu Sena Medal; (h) Mention in dispatches.
- iv. Children of Armed Personnel (combatant) irrespective of the rank held by them.
- v. Children of other Ex-Servicemen or Servicemen who are eligible for pension.

If there is more than one candidate in any of the above groups, priority will be decided on the basis of DUCET-2019 rank.

Note: The candidates claiming reservation benefits under the above categories shall produce original documents in support of their claim to the Dean, Academic Affairs and he/she shall be entitled to refer the original documents of the candidates claiming reservation for scrutiny and confirmation, to the following authorities.



- i. NCC - To the Director of NCC, Andhra Pradesh
 - ii. **Sports & Games** - To the Vice-Chairman and Managing Director, Sports Authority of Andhra Pradesh (SAAP)
 - iii. **Differently Abled** - To the Director, Medical & Health Services, AP
 - iv. **Children of Armed Personnel** - To the Director, Sainik Welfare Board, A.P.
- (c) The priorities in respect of the special categories mentioned above shall be in accordance with Government Orders issued from time to time.

D. Reservation of seats to students from Other Southern states

10% of seats are reserved in each course (other than professional courses like MCA/MBA/ B.Ed/B.P.Ed, TPT etc.) for each State (Tamil Nadu, Karnataka, Kerala and Puduchery) for which admissions are made through the Dravidian University Common Entrance Test over and above the existing seats.

The total seats for the M.Ed Course are 20 (inclusive of other States quota of 3 seats, i.e., 1 seat each for Karnataka, Tamil Nadu and Kerala). If any of such seats are not filled shall be added to the common pool of M.Ed seats and allotted as per rules of reservation.

E. Local and Non-Local Candidates

- (a) Students belonging to undivided Andhra Pradesh are considered local.
- (b) Students belonging to States of Tamil Nadu, Karnataka, Kerala and Pondicherry are considered non-locals.

F. Re-allotment of Unfilled seats

- (a) The open category seats will be filled up with General Merit students.
- (b) The SC category seats will be filled up with SC category students.
 - i. If SC (W) seat is vacant and not filled up it will be filled by ST (W) only
 - ii. If no ST (W) Candidate is available, it will be filled by SC /ST Merit Quota.
 - iii. If there is no candidate in SC category, it will go to ST category and vice – versa.
 - iv. If there is no SC/ST applicant and if the list is exhausted it will be converted into Open Category (OC).
- (c) Any vacant seat within BC category will be filled up by other BC candidates.
 - i. If BC (W) seat is vacant in any category, it will be filled up by other BC (W) categories.
 - ii. If there are no BC (W) candidates, it will be filled up by BC (Merit) candidates.

If the total BC list (in all categories) is exhausted, then the remaining seats will be converted into Open Category.

**Academic Calendar-2019-2020**

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|---|----------------------------|
| 01. Re-opening of the University | - 20.06.2019 |
| 02. a) Commencement of Classes for II Year | - 20.06.2019 |
| b) Class work for Freshers (Semester I) | - 01.07.2019 |
| 3. Last date for submission of admission statement along with Fee particulars paid by the students to be sent to the Dean, Academic Affairs | - 10.07.2019 |
| 04. Dasara Holidays (9 days) | - 03.10.2019 to 11.10.2019 |
| 05. Last date for payment of Examination Fee | - 17.10.2019 |
| 06. Last working day for class work of odd semesters (I, III, V, VII and IX Semesters) | - 08.11.2019 |
| 07. Commencement of Exams for I & III semester 2nd year P.G and Others | - 11.11.2019 |
| 08. Commencement of classes for all Semesters Courses | - 02.12.2019 |
| 09. Sankranthi Holidays (10 days) | - 09.01.2020 to 18.01.2020 |
| 10. Last date for payment of Exam fee and Filled in Exam Application form by the students to the concerned Head of Department | - 01.04.2020 |
| 11. Last working day for all Semester Courses | - 10.04.2020 |
| 12. Commencement of Exams for all Semester Courses | - 15.04.2020 |
| 13. Summer Vacation (45 days) | - 04.05.2020 to 17.06.2020 |
| 14. Re-opening after summer vacation | - 18.06.2020 |

(Note: Schedule for TPT, B.Ed., M.Ed., MBA., MCA., courses will be given separately)



DRAVIDIAN UNIVERSITY
SRINIVASAVANAM, KUPPAM-517426

DUCET-2019
(for admitting students into PG courses)

Medium of Examination	: Bilingual for A.P. (English & Telugu) Other States: English (Other than Telugu, Kannada, Tamil & Malayalam)
Pattern & Syllabus of the Question Paper For P.G. Entrance Examination	: Objective type questions from the respective qualifying degree syllabus
Maximum Marks	: 100 Marks
Duration of Examination	: 100 Minutes
Notification for Admission	: 27.03.2019
Sale of Applications	: 01.04.2019 to 15-05-2019
Cost of Application form	: Rs.500/- (Rs.250/- for SC/ST/Differently Abled)
Cost of Downloaded Application	: 500/-
Last Date for submission of filled in applications	: 17-05-2019
Common Entrance Test for PG Admissions (DUCET)	: 19-05-2019