## School of Distance Education

**ANDhra University, Visakhapatnam**

**Form of Application for Registration**

### Diploma in Management Examination in September 2013

**Examination Centre:** SDE, AU, Visakhapatnam.

<p>| | | | | | | | |</p>
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<tbody>
<tr>
<td>1. SDE CODE NUMBER of the Candidate (Identity Card Code No.)</td>
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<td>2. Full Name (including Surname)</td>
<td></td>
<td>In English</td>
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<td></td>
<td>In Mother Tongue</td>
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<td>3. Age and Date of Birth (In Christian Era)</td>
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<td>4. Present Address</td>
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<tr>
<td>5. Particular of qualifying Degree examination already passed i.e., B.A., B.Com., B.Sc., etc</td>
<td></td>
<td>Examination</td>
<td>Month &amp; Year</td>
<td>Centre</td>
<td>Regd. No.</td>
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<td>6. Examination for which the candidate is appearing: Previous/Final Subject(s) (Mark for the Whole Examination or Subject(s) appearing now)</td>
<td></td>
<td>Whole Paper I Paper II Paper III Paper IV Paper V Paper VI</td>
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<td>7. Particulars of Previous Pass/appearance, if any</td>
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<td>Month &amp; Year</td>
<td>Reg. No.</td>
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<td>(i) All the candidates should furnish the Regd. Nos. with which they have appeared / Passed.</td>
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<td>(ii) Candidates appearing under improvement of class should furnish the Regd. Nos. of the papers any particular appearance(s) which they wish to have clubbing with that of the present appearance marks.</td>
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<td>1. All marks statements already appeared</td>
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<td></td>
<td>2. Two self Addressed Covers</td>
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<td>3. Identity Card Xerox</td>
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</tbody>
</table>

*This column need not to be filled in the case of candidates appearing for the first time.*

Enquires from candidates as to receipt of their application in the office of the Director will not receive attention. Candidates are therefore advised to send their application by Regd. Post with acknowledgement due so that they may have a ready means of knowing that their applications have reached the office.

*Same Examination Schedule III Year MBA Implement to Dip. in Management*
INSTRUCTIONS TO THE CANDIDATES

Candidates for the University Examinations are required to observe the following Instructions carefully:

1. Applications for admission to this examination must be forwarded so as to reach the Director, School of Distance Education not later than the notified date and must be accompanied by a receipt for the fee paid.

   The fee prescribed for the examination including fee for marks, stationery and Provisional Certificate as follows:

   All Exams (including cost of Provisional Certificate)
   - Whoe Examination Rs. 650/-
   - For One Subject Rs. 350/-
   - For two subject or above Rs. 650/-

   Candidates who appear for Examination under improvement of class shall pay the re-apperance fee of Rs.1,000/- in addition to the prescribed examination fee and should write "FOR IMPROVEMENT" on the right side top of the Examination Application Form.

   N.B.:
   i) Candidates should read instructions before filling up application
   ii) Candidates should enclosed a self - addressed covers 2 Nos. (9"x4")
   iii) Identity Card Xerox copy enclose.

   The candidates who appeared any Exams Previously have to enclose Xerox Copies of Marks Statements compulsorily otherwise their application will not be processed.

Examination Centre:
School of Distance Education, AU, Visakhapatnam.
This is to certify that ....................................................................................................................................................

Son/daughter of .................................................................................................................................. is a candidate for the
P.G. Diploma Examination to be held at S.D.E. Andhra University, Visakhapatnam Centre.

He / She desires to appear for the following subjects:

Paper I
Paper II
Paper III
Paper IV
Paper V
Paper VI

Visakhapatnam
Date:

CERTIFICATE OF IDENTITY

Signature of the Candidate ...........................................................................................................................................................

This is to certify that ......................................................................................................................................................

Son/Daughter of ...................................................................................................................... and his/her signature was taken
in my presence and he/she bears the following identification Marks:

1. Latest Passport size (Bust) Photo of the Candidate should be affixed here

2. 

Station:

Signature of the Attesting Officer

Date:

Note: 1. The Photos should be affixed and attested by the Attesting Officer both in the Application Form and Certificate of
Identity in both original and duplicate.

2. The attesting Officer's signature should be right across the photos extending over the blank space also.
Candidates for the University Examinations are required to observe the following instructions carefully.

1. Silence should be maintained in the Examination Hall.

2. Candidates should take their places in the Examination Hall at least five minutes before the time fixed for distributing the papers. Candidates presenting themselves more than half an hour after the appointed time will not be admitted to the Examination Hall. Candidates who are undoubtedly suffering from infectious diseases of any kind will not be admitted. Candidates should bring with them their Hall-tickets to the Examination Hall each day of the examination for inspection by the Chief Superintendent.

3. Candidates are prohibited from writing upon their Hall-tickets or question papers. Candidates are also prohibited from writing their names or any other name unconnected with the answers on any part of their answer books, but their registers number should be written very distinctly on the title pages of the main answer book. Failure to write their register numbers may involve the rejection of answer papers. They should fill in the subject and the year on the outer cover of the main answer book. Register number should not be noted on the additional answer books.

4. Candidates are not allowed to exceed the time assigned to a paper.

5. No Candidate will be allowed to leave the Examination Hall till the expiry of at least an hour and a half after a question paper has been given out, and no candidate who leaves the Hall during the period is allowed to return within that period.

6. Candidates are forbidden to ask questions of any kind during the examination. They are further forbidden to communicate with the examiners; should they do so, their answer papers will not be valued and their conduct will be reported to the Executive Council for disciplinary action.

7. Candidates are not allowed the use of books of all kind (except as provided in rule 8). They are also prohibited from introducing into the Examination Hall any book or portion of a book, slate, blotting pad, cardboard, manuscript, typescript or paper of any description and for making use of any of these, whether introduced into the Hall by themselves or any one else from communicating with or copying from each other and from communicating with any person outside the Examination Hall. Any candidate detected in the violation of these rules will be summarily sent out of the Hall after due and his conduct will be reported to the Director. Such a candidate stands the risk of having all answer papers for the examination for which he/she has appeared rejected by the Executive Council and of being debarred from sitting for the University Examination for such period as the Executive Council may decide. The use of stencils at the University examination is not permitted except to students answering paper in mathematics. The use of mathematical instruments, whilst answering papers in mathematics, will be allowed. Such instruments will not be supplied by the University.

8. Clerk’s mathematical and physical tables will be supplied to candidates in Mathematics. Candidates should not bring in to the Examination Hall their own copies.

9. Candidates are required to provide themselves with their own pens. Candidates may bring into the Examination Hall their own ink-bottles. They must however, use only black ink while answering their question papers.

10. Particular attention is required to the Instructions regarding rough working and loose sheet paper, printed on the answer books. Answer should be written on the reverse of the answer book. All rough work must be done on the right-hand side of the problem itself leaving a margin for that purpose with the heading ‘rough work’ underlined. The number of each question as given in the question paper should be noted both on the margin and in the center of the page of the answer book just above the respective answer. No separate books for rough working will be supplied to candidates. Papers should not be detached from the answer books of candidates. If the ordinary answer books are found insufficient, additional books will be supplied and these should be securely fastened to the main answer books by thread which can be had from the Superintendent.

11. When candidates have finished writing their answers and wish to give up their Answer books, or at the end of the period prescribed for each particular part of examination, each should stand up in his place and remain standing until one of the Superintendents has gone up to him and has received his answer books from him.

12. Candidates sitting for the examination at the different centers should, apply to the Chief Superintendent of the respective centre for their Hall-tickets three days before the commencement of the respective examinations. Any particulars noted in the Hall-tickets differing from those given in the application for the examination, should be immediately reported to the Chief Superintendent by the concerned candidate.

13. Candidates appearing at the centres where they are not known must be prepared to satisfy the Chief Superintendent of such centres as to their identity. They shall also be required to sign on the Identification certificates produced by them before the Chief Superintendent of the respective centres. The identification certificates may be obtained either from the principal of an affiliated college of the university or from an Officer Government not lower in rank than a Sub-Magistrate in Andhra Pradesh.

14. Revaluation: Candidate intended to apply for revaluation in particular paper on whole subjects, should apply within 15 days from the date of result printed on the marks list on payment of Rs. 500/- per each paper.

(By Order)

DIRECTOR
School of Distance Education
This is to certify that ....................................................................................................................................................

Son/daughter of .................................................................................................................................. is a candidate for the
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He / She desires to appear for the following subjects:

- Paper I
- Paper II
- Paper III
- Paper IV
- Paper V
- Paper VI

Visakhapatnam
Date:

CERTIFICATE OF IDENTITY

Signature of the Candidate .............................................................................................................................................

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2. 

Station :
Signature of the Attesting Officer
not below the rank of a Gazetted Officer

Date:

Director
School of Distance Education

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SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY

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14. Revaluation: Candidate intended to apply for revaluation in particular paper on whole subjects, should apply within 15 days from the date of result printed on the marks list on payment of Rs. 500/- per each paper.

(BY ORDER)

DIRECTOR
School of Distance Education
Dear Learner:

Please find enclosed herewith Examination Application Form of Diploma in Management Examination of the School of Distance Education to be held in September 2013. The last date for payment of examination application, date of commencement of examinations are given below:

Examination Fee Particulars:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Last date for Submission of Examination Application</th>
<th>Date of Commencement of Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma in Management</td>
<td>26-08-2013</td>
<td>19-09-2013</td>
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</table>

However the applications will be accepted

i) With a penal fee of Rs. 300/- from 27-08-2013 to 02-09-2013

ii) With a penal fee of Rs. 500/- from 03-09-2013 to 10-09-2013

Applications received after the due date even with a maximum penal fee i.e. 10-09-2013 will not be accepted. Incomplete and defective applications will be summarily rejected.

Note:

1. The candidates are informed that the defaulters of tuition fee to the School will not be permitted to take the examination and those who have not already paid, should pay the necessary tuition fee by Demand Draft in favour of the Registrar, Andhra University, Visakhapatnam without any further delay.

2. Candidates submitting examination application after the due date have to pay the fee through a Crossed Demand Draft Drawn in favour of the Registrar, Andhra University, Visakhapatnam payable at Syndicate Bank, SDE, Visakhapatnam or any nationalised Bank. The name of the candidate, code number and the purpose of the remittance should be clearly mentioned on the Examination Application along with the D.D. The name of the candidate and complete code number are also to be noted on the reverse side of the Demand Draft, SB1 Challans, Cheques, MO’s and Postal Orders will not be accepted.

3. Answer booklet consisting of 32 pages shall be supplied to the candidates. Candidates have to answer all questions in the booklet only. No additional sheets will be supplied.

Examination Centre:

School of Distance Education, Andhra University, Visakhapatnam.

SUBMISSION OF THE EXAMINATION APPLICATION FORMS:

The candidate has to send the duly filled- in Application form to the Course Co-ordinator (MBA), School of Distance Education, Andhra University, Visakhapatnam - 530 003 on or before the last date as specified above. The candidate has to carefully go through the instructions given in the Application Form before filling. The candidate should note that the Application Form contains the Hall Ticket in Duplicate also. The signature of the candidate is necessary both on the Hall Ticket and the Examination Application Form. Incomplete applications are liable to be rejected.

PARTICULARS OF THE PREVIOUS PASS/APPEARANCE:

If the candidate has already appeared/passed in any subject(s) should enclose Xerox Copies of their Marks Memo and the year of passing, the Register Number and the examination centre are to be invariably noted - in the relevant columns. The application will be rejected, if these particulars are not clearly noted. However, this will not apply to the candidates who are appearing for the first time.

COLLECTION OF HALL TICKETS:

Candidates must obtain their Original Copy of the Hall Tickets from the Chief Superintendent of the respective examination Centre, One days before the commencement of the examination.

Prof. N.L. NARASIMHA RAO
DIRECTOR
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Course Title</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-09-2013</td>
<td>Thursday</td>
<td>Management Process and Behaviour</td>
<td>2 pm to 5 pm</td>
</tr>
<tr>
<td>20-09-2013</td>
<td>Friday</td>
<td>QT for Managerial Decisions</td>
<td>2 pm to 5 pm</td>
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<tr>
<td>21-09-2013</td>
<td>Saturday</td>
<td>Business Environment</td>
<td>2 pm to 5 pm</td>
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<tr>
<td>23-09-2013</td>
<td>Monday</td>
<td>Accounting for Management</td>
<td>2 pm to 5 pm</td>
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<tr>
<td>24-09-2013</td>
<td>Tuesday</td>
<td>Managerial Economics</td>
<td>2 pm to 5 pm</td>
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<tr>
<td>25-09-2013</td>
<td>Wednesday</td>
<td>Managerial Communications</td>
<td>2 pm to 5 pm</td>
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