(i) Centre : (SDE A.U.) Visakhapatnam for all P.G. Diplomas Exams:

1. S.D.E. Code No. of the Candidate (Identity Card Code No.)

2. Full Name
   In English
   including surname In Mother Tongue

3. Age and Date of Birth
   (in Christian Era)

4. Present Address

5. Particulars of qualifying Degree
   Examination already passed i.e.,
   B.A., B.Com., B.Sc., etc.

6. Optional Subject in PG Diploma
   Course

7. Examination for which the
   candidate is appearing subjects (s)
   (Marks for the whole Examination or
   Subject (s) appearing now)

8. Examination for which the
   Candidate is appearing
   (only for PGDCRS candidates)

9. * Particulars of Previous Pass / appearance if any
   i) All the candidates should furnish
      the Regd. No. with which they
      have appeared / passed.
   ii) Candidates appearing under
       improvement of class should furnish
       the Regd. Nos. of the Papers in
       any particular appearance (s) which
       they wish to have clubbing with that
       of the present appearance marks.

10. Compulsory Xerox copies
    1. All marks statements already appeared
    2. Two self Addressed Covers 11 x 5 Size
    3. Identity Card Xerox

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

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

Amount Rs. :

In words :

Demand Draft No. :

Date of payment :

Station :  

Signature of the Candidate

Date :

DIRECTOR  
SCHOOL OF DISTANCE EDUCATION

INSTRUCTION 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 the 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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Examination</td>
<td>Rs. 855/-</td>
</tr>
<tr>
<td>For one Subject</td>
<td>Rs. 355/-</td>
</tr>
<tr>
<td>For two Subjects</td>
<td>Rs. 605/-</td>
</tr>
<tr>
<td>For three Subjects or above</td>
<td>Rs. 855/-</td>
</tr>
</tbody>
</table>

Candidates who appear for Examination under improvement of class shall pay the re-appearance 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.

The Fee Once paid will in no circumstances be returned or held over for a subsequent examination.

N.B:  

i) Candidates should read instructions before filling up application. 

Candidates should enclose a self-addressed covers 2 Nos. (11”x5”)

ii) Identity Card Xerox copy enclose.

iii) The candidates who appeared any Exams Previously have to enclose Xerox copies of Marks Statements compulsorily otherwise their application will not be Processed.

Examination Centres:

1) All P.G. Diploma Courses - School of Distance Education, Andhra University, Visakhapatnam.
SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY, VISAKHAPATNAM  
P.G. DIPLOMA EXAMINATION IN ............................................................................  
MAY / JUNE, 201  
HALL TICKET  

This is to certify that ____________________________________________________________
Son / daughter of ____________________________________________________________
is a candidate for the P.G Diploma Examination to be held at S.D.E., A.U., Visakhapatnam. He / she desires to appear for the following papers:

   Paper I
   Paper II
   Paper III
   Paper IV
   Paper V
   Paper VI
   Paper VII
   Paper VIII
   Viva-voce

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 to following Identification Marks.

1.  ....................................................................................................................................

2.  ....................................................................................................................................

Latest Passport Size (Bust) Photo of the Candidate should be affixed here

Station :
Date :

Signature of the Attesting Officer  
not below the rank of Gazetted Officer

DIRECTOR  
SCHOOL OF DISTANCE EDUCATION

Note : 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.  
The attesting Officer’s signature should be right across the photo extending over the blank space also.
INSTRUCTIONS TO CANDIDATES APPEARING FOR EXAMINATION

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

1. Silence should be maintained in the Examination room.

2. Candidates should take their place in the Examination hall atleast 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 to the Examination hall each day of the examination their Hall-Tickets 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 Register Numbers 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 each paper.

5. No Candidate will be allowed to leave the examination room 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 room during the period allotted for a paper will be allowed to return with in that period.

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

7. Candidates are not allowed to use books of any kind (Except as provided in rule 8). They are also prohibited from making use of any of those whether introduced the room by themselves or any one else from communicating with or copying from each other and from communicating with any person outside the examination room. Any candidate detected in the violation of these rules will be summarily sent out of the room forthwith and his/ her conduct will be reported to the Registrar. Such a candidate stands the risk of having all answer papers for the examination for which he/she has appeared rejected by the Board of Management may decide.

8. Clark's Mathematical and Physical tables will be supplied to the candidates in Mathematics. Candidates should not bring into 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. Answers 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 centre 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 the 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 centres 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 centres where they are not known, must be prepared to satisfy the Chief Superintendents of such centres as to their identity. They shall also be required to sign on the identification certificates produced by them before the Chief Superintendents 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 in Government not lower in rank than as Sub- Magistrate in Andhra Pradesh.

14. Revaluation: Candidate intended to apply for revaluation in particular paper or whole subjects, should apply within 15 days from the date of result printed on the marks list on payment of Rs. 750/- per each paper.

(BY ORDER)
DIRECTOR
School of Distance Education
SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY, VISAKHAPATNAM
P.G. DIPLOMA EXAMINATION IN ........................................
MAY / JUNE, 201
HALL TICKET

This is to certify that __________________________________________________________
Son /daughter of ____________________________________________________________ is a candidate for
the P.G Diploma Examination to be held at S.D.E., A.U., Visakhapatnam. He / she desires to appear for
the following papers :

Paper I
Paper II
Paper III
Paper IV
Paper V
Paper VI
Paper VII
Paper VIII
Viva-voce

Visakhapatnam :
Date :

DIRECTOR

SCHOOL OF DISTANCE EDUCATION

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 to following Identification Marks.

1. ....................................................................................................................
2. ....................................................................................................................

Latest Passport Size (Bust) Photo of the Candidate should be affixed here

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

DIRECTOR
School of Distance Education

Note : 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.

The attesting Officer’s signature should be right across the photo extending over the blank space also.
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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 Register Numbers 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 each paper.

5. No Candidate will be allowed to leave the examination room 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 room during the period allotted for a paper will be allowed to return with it in that period.

6. Candidates are forbidden to ask questions of any kind during 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 Board of Management for the disciplinary action.

7. Candidates are not allowed to use of books of any kind (Except as provided in rule 8). They are also prohibited from introducing into the examination room any material printed or authorised except the Hall ticket and from making use of any of those whether introduced the room the by themselves or any one else from communicating with or copying from each other and from communicating with any person outside the examination room. Any candidate detected in the violation of these rules will be summarily sent out of the room forthwith and his/her conduct will be reported to the Registrar. Such a candidate stands the risk of having all answer papers for the examination for which he/she has appeared rejected by the Board of Management may decide.

(The use of stencils at the University Examination is not permitted except to the student answering paper in Mathematics. The use of Mathematical instruments, while answering papers in Mathematics, will be allowed. Such instruments will not be supplied by the University.)

8. Clark’s Mathematical and Physical tables will be supplied to the candidates in Mathematics. Candidates should not bring into 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. Answers 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 centre 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 the 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 centres 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.

(It will not be permissible for candidates to sit for the examination at a centre other than that at which names are registered, without the special permission of the Director. No permission for change of centre will be granted after applications are registered.)

13. Candidates appearing at centres where they are not known, must be prepared to satisfy the Chief Superintendents of such centres as to their identity. They shall also be required to sign on the identification certificates produced by them before the Chief Superintendents 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 in Government not lower in rank than as Sub- Magistrate in Andhra Pradesh.

14. Revaluation: Candidate intended to apply for revaluation in particular paper or whole subjects, should apply within 15 days from the date of result printed on the marks list on payment of Rs. 750/- per each paper.

(By Order)

DIRECTOR

School of Distance Education
Dear Student,

Hope that you have already been received the examination application form for PG Diploma Examinations for the academic year 2015-16 of the School of Distance Education. The last date for the payment of examination fee, the amount to be paid etc., are given below:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Last date for payment of Fee &amp; Submitting Applications</th>
<th>Fee Rs.</th>
<th>Date of Commencement of Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>All PG Diploma Courses</td>
<td>19-05-2016</td>
<td>855.00</td>
<td>27-05-2016</td>
</tr>
</tbody>
</table>

However, applications will be accepted with a penal fee of Rs. 300/- from 20-05-2016 to 25-05-2016. Applications received after the due date i.e. 26-05-2016 even with maximum penal fee will not be accepted. Incomplete and defective applications will be summarily rejected.

**NOTE**: Attendance at the Personal Contact Programme for the above PG Diploma programmes, except PGDT and PGDFE, is compulsory and failure to attend to the programme will automatically disqualify you from attending the examinations.

**NOTES:**

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. The candidates appearing for the first time have to pay the fee prescribed for the whole examination irrespective of their appearance for one or more subjects of the examination. The fee once paid will in no circumstances be returned or held over for a subsequent examination.

3. The examination fee include Rs. 100/- towards provisional certificate. Hence, the candidates need not apply separately for provisional certificate.

4. The candidates who appeared for any exams previously have to enclose Xerox copies of Marks statements compulsorily otherwise their applications will not be processed.

5. The schedule of PGDCPA examinations will be issued separately.

6. Candidates will be supplied 32 pages of Answer Sheets booklet in the examination hall from this year (June 2009) onwards. They will not be supplied any other examination additional answer sheets.
PAYMENT OF EXAMINATION FEE AND SUBMISSION OF APPLICATION FORM:

The candidates have to pay the examination fee through a Crossed Demand Draft drawn in favour of the Registrar, Andhra University, Visakhapatnam payable at Syndicate Bank, S.D.E, Visakhapatnam - 3 on any nationalised bank located at Visakhapatnam or by paying cash directly at the above said Bank counter at the School of Distance Education, Andhra University, Visakhapatnam between 10.00 a.m. to 4.00 p.m. on all working week days and from 10.00 a.m. to 1.00 p.m. on Saturdays. The name of the candidate, code number and the purpose of the remittance should be clearly mentioned on the Examination application along with the Demand Draft. The name of the candidate and complete code number are also to be noted on the reverse side of the Demand Draft. S.B.I Challans, Cheques, MO's and Postal Orders will not be accepted.

The candidate has to send the duly filled in Application Form with the Demand Draft to the Director, 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 Examination application Form. Incomplete applications are liable to be rejected. In case the Application is returned to the candidate due to any objection, the candidate has to resubmit the same along with the penal fee of Rs. 100/- besides the fee prescribed directly to the Director, School of Distance Education, Andhra University, Visakhapatnam, after complying with the objection raised.

PARTICULARS OF PREVIOUS PASS / APPEARANCE:

If the candidate has already appeared / passed In any part / 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.

Spot Receipt Centres:

The duly filled in examination application forms together with Demand Draft (with in the specified date) towards examination fee will also be received on the spot in person from 10.00 A.M. to 5.00 P.M at the following study centres as per the schedule given below:

I. Sir C.R.R. College, Eluru.  
Govt. College for Men, Srikakulam  

II. Govt. College, Rajahmundry.  
S.K.B.R. College, Amalapuram  

III. P.R. Govt. College, Kakinada.  
M.R. College, Vizianagaram  

IV. School of Distance Education, A.U., VSKP.

HALL TICKET

The candidate has to collect the Original Hall Ticket from the Chief Superintendent of the Examination Centre three days before commencement of the respective examination. No further intimation will be sent to the candidates in this regard.

DIRECTOR

NOTE:

1. The candidates have to enclose two un-stamped self addressed envelopes (11” x 5” size).
2. The candidates have to note batch and code number completely on the top of the examination application form without fail, otherwise the application will be rejected.
# P.G. Diploma Examinations, May / June, 2016

## TIME-TABLE

<table>
<thead>
<tr>
<th>Date &amp; Day</th>
<th>Paper / Title / Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>P.G. Diploma in Translation</strong></td>
<td>Time: 2-00 pm to 5-00 pm</td>
</tr>
<tr>
<td>28-05-2016 Saturday</td>
<td>Paper - II : General Translation (English to Telugu and Telugu to English)</td>
</tr>
<tr>
<td>30-05-2016 Monday</td>
<td>Paper - III : Translation of Official Correspondence (From English to Telugu and Telugu to English)</td>
</tr>
<tr>
<td>31-05-2016 Tuesday</td>
<td>Paper - IV : Optionals.</td>
</tr>
<tr>
<td></td>
<td>1. Translation of Official Correspondence (From Hindi to Telugu and Telugu to Hindi)</td>
</tr>
<tr>
<td></td>
<td>2. Translation of Official Reports (From English to Telugu)</td>
</tr>
<tr>
<td></td>
<td>3. Translation of Official Codes (From English to Telugu)</td>
</tr>
<tr>
<td><strong>P.G. Diploma in Environmental Studies</strong></td>
<td>Time: 2-00 pm to 5-00 pm</td>
</tr>
<tr>
<td>27-05-2016 Friday</td>
<td>Paper - I : Man and Environment</td>
</tr>
<tr>
<td>28-05-2016 Saturday</td>
<td>Paper - II : Environmental Pollution and Management</td>
</tr>
<tr>
<td>31-05-2016 Tuesday</td>
<td>Paper - IV : Environmental Economics</td>
</tr>
<tr>
<td>01-06-2016 Wednesday</td>
<td>Paper - V (A) : Environmental Impact, Assessment, Audit and Environmental Problems of India.</td>
</tr>
<tr>
<td>02-06-2016 Thursday</td>
<td>Viva-Voce * Environmentalists’ Dairy (From 9am onwards) at SDE, A.U.</td>
</tr>
<tr>
<td><strong>P.G. Diploma in Functional English</strong></td>
<td>Time: 2-00 pm to 5-00 pm</td>
</tr>
<tr>
<td>27-05-2016 Friday</td>
<td>Paper - I : Communication Skill (Listening &amp; Speaking)</td>
</tr>
<tr>
<td>28-05-2016 Saturday</td>
<td>Paper - II : Communication Skill II (Reading and Writing)</td>
</tr>
<tr>
<td>30-05-2016 Monday</td>
<td>Paper - III : Remedial Grammar</td>
</tr>
<tr>
<td>01-06-2016 Wednesday</td>
<td>Viva-Voce (From 9.00 onwards at SDE, AU)</td>
</tr>
<tr>
<td><strong>P.G. Diploma in Travel &amp; Tourism Management</strong></td>
<td>Time: 2-00 pm to 5-00 pm</td>
</tr>
<tr>
<td>27-05-2016 Friday</td>
<td>Paper - I : Tourism in India - History and Development</td>
</tr>
<tr>
<td>28-05-2016 Saturday</td>
<td>Paper - II : Tourism Management</td>
</tr>
<tr>
<td>30-05-2016 Monday</td>
<td>Paper - III : Travel Management</td>
</tr>
<tr>
<td>31-05-2016 Tuesday</td>
<td>Paper - IV : Accommodation Management</td>
</tr>
</tbody>
</table>

*(P.T.O)*
**Date & Day** | **Paper / Title / Subject** | **Time:** 2-00 pm to 5-00 pm
---|---|---
**P.G. Diploma in Cooperation and Rural Studies**
27-05-2016 Friday Group - I 1st Paper - Rural Economics
28-05-2016 Saturday Group - I 2nd Paper - Business Mgt. with Spl. Ref. to Cooperatives
30-05-2016 Monday Group - I 3rd Paper - Accountancy and Auditing
31-05-2016 Tuesday Group - II 4th Paper - Banking (Theory & Practice)
01-06-2016 Wednesday Group - II 5th Paper - Co-operation (Theory, History & Practice)
02-06-2016 Thursday Group - II 6th Paper - Co-operative Law and Administration (Legal Frame work of Cooperative)
03.06.2016 Friday Group - III Viva-Voce * (From 9am onwards at SDE, AU)

**P.G. Diploma in Management of Voluntary Organization**
27-05-2016 Friday Paper - I Perspectives of Development and Welfare
28-05-2016 Saturday Paper - II Voluntary Organizations
30-05-2016 Monday Paper - III Management of Voluntary Organization
31-05-2016 Tuesday Paper - IV Project Management
01-06-2016 Wednesday **Viva-Voce** & Field work (From 9 am onwards at SDE, AU)

**P.G. Diploma in Digital Governance**
27-05-2016 Friday Paper - I Principals of Public Administration
28-05-2016 Saturday Paper - II Methodology
30-05-2016 Monday Paper - III E-Governance and Management
31-05-2016 Tuesday Paper - IV Capacity Building & Empowerment
01-06-2016 Wednesday Paper - V (A) : Rural Development (Optionals)
(B) : Urban Development (Optionals)
02-06-2016 Thursday **Viva-Voce** & Submission of Field Study Reports (From 10 am onwards at SDE, AU)

*All P.G. Diploma Viva-Voce examinations will be held at School of Distance Education, A. U. Visakhapatnam only.*

Visakhapatnam

(By order)

Date: 20-04-2016

DIRECTOR