SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY, VISAKHAPATNAM

FORM OF APPLICATION FOR REGISTRATION
P.G. DIPLOMA IN MANAGEMENT
EXAMINATION IN AUGUST, 2016

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

1A. Examination Centre

2. Full Name
   including surname
   In English
   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.

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

6. *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.

7. Compulsory Xerox copies
   1. All marks statements already appeared
   2. Two self Addressed Covers
   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.

Examination schedule of I year of 3 year MBA programme is applicable to Diploma in Management.
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>Exam Type</th>
<th>Fee Amount</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 self-addressed covers 2 Nos. (11”x5”)

ii) Identity Card Xerox copy has to be enclosed.

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:

<table>
<thead>
<tr>
<th>Centre Code</th>
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SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY, VISAKHAPATNAM
P.G. DIPLOMA IN MANAGEMENT EXAMINATION IN AUGUST, 2016
HALL TICKET

This is to certify that ____________________________________________________________ is a candidate for the P.G Diploma Examination to be held at ____________________________________________________________

He / She desires to appear for the following papers:

Paper I  
Paper II  
Paper III  
Paper IV  
Paper V  
Paper VI  
Paper VII  Project Report  
Paper VIII  Viva-Voce

Visakhapatnam  
Date :  
D I R E C T O R
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. ..............................................................................................................................

Station :

Date :  
Signature of the Attesting Officer  
not below the rank of Gazetted Officer  
D I R E C T O R
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. Candidate should take their place 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 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 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 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.

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.

15. Candidates are not allowed to carry mobile/cell phones into the examination hall.

(By Order) 

DIRECTOR

School of Distance Education
SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY, VISAKHAPATNAM

P.G. DIPLOMA IN MANAGEMENT EXAMINATION IN AUGUST, 2016

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He / She desires to appear for the following papers :

  Paper I
  Paper II
  Paper III
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  Paper V
  Paper VI
  Paper VII  Project Report
  Paper VIII  Viva-Voce

Visakhapatnam  DIRECTOR
Date :  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.

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

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

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

Station :

Date :  Signature of the Attesting Officer  DIRECTOR
not below the rank of Gazetted Officer  School of Distance Education

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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.

15. Candidates are not allowed to carry mobile/cell phones into the examination hall.

(By Order)

DIRECTOR
School of Distance Education
Dear Student,

Please find enclosed herewith Examination Application Form of Diploma in Management of the School of Distance Education to be held in August, 2016. The last date for the payment of examination fee, date of commencement of examinations 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>P.G. Diploma in Management</td>
<td>27-06-2016</td>
<td>855.00</td>
<td>05-08-2016</td>
</tr>
</tbody>
</table>

However, applications will be accepted with a penal fee of Rs. 300/- from 28-06-2016 to 11-07-2016.

Applications received after the due date i.e. 11-07-2016 even with maximum penal fee 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. 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. 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. **SBI Challans, Cheques, MO’s and Postal Orders will not be accepted.**

6. Candidates will be supplied 32 pages of Answer Sheets booklet in the examination hall from this year.

**Examination Centres:**

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<th>Centre Code</th>
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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 (within 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:

ANDHRA UNIVERSITY, SCHOOL OF DISTANCE EDUCATION, VSP.-3, A.P
Phone: 0891-2844142,2550223,2575745,9963474714 Fax No.0891-2575752
Website: www.andhrauniversity.edu.in/sde

P.G. DIPLOMA IN MANAGEMENT EXAMINATIONS, AUGUST, 2016

<table>
<thead>
<tr>
<th>Date &amp; Day</th>
<th>Paper / Title / Subject</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>05-08-2016</td>
<td>Friday Management Process and Behaviour</td>
<td>2 pm to 5 pm</td>
</tr>
<tr>
<td>06-08-2016</td>
<td>Saturday Quantitative Techniques for Managerial Decisions</td>
<td>2 pm to 5 pm</td>
</tr>
<tr>
<td>08-08-2016</td>
<td>Monday Business Environment</td>
<td>2 pm to 5 pm</td>
</tr>
<tr>
<td>09-08-2016</td>
<td>Tuesday Accounting for Management</td>
<td>2 pm to 5 pm</td>
</tr>
<tr>
<td>10-08-2016</td>
<td>Wednesday Managerial Economics</td>
<td>2 pm to 5 pm</td>
</tr>
<tr>
<td>11-08-2016</td>
<td>Thursday Managerial Communications</td>
<td>2 pm to 5 pm</td>
</tr>
<tr>
<td>14-08-2016</td>
<td>Sunday Viva-Voce at SDE, A.U.</td>
<td>9-00 a.m. onwards</td>
</tr>
</tbody>
</table>

Visakhapatnam
Date: DIRECTOR