

Identity Card Code No.

Register Number

# B.Com. (CSM)

## SCHOOL OF DISTANCE EDUCATION ANDHRA UNIVERSITY

### B.COM (CSM) DEGREE EXAMINATION (FORM OF APPLICATION FOR REGISTRATION) ELIGIBILITY AS PER REGULATIONS

Attested  
Latest Passport  
size Photo of the  
Candidate should  
be pasted here

Application Not for sale

**At the end of First / Second / Third Year - (Nov / Dec - 2020)**

Candidates are requested to go through the instructions before filling the Application

1. Examination centre

2. Name of the Candidate (Capital Letters) Name  Surname   
(In English)

3. For which year / Years Examination the candidate is appearing  4. Language Selected under Part - I (ii)  Male   
Female

5. Address to which all Communications should be sent   
Mobile No.

6. Date of Birth in Christian Era

Date	Month	Year	Inwords
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Subjects appearing : Put (✓) marking appropriate box

	Part - I			Part - II				
	FIRST YEAR	English	Second Language	Foundation Course - I	Fundamentals of I.T Theory	Practicals	Financial Accounting - I	Business Organisation & Management
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECOND YEAR	English	Second Language Paper - II	Foundation Course - II	Environmental Studies	Business Statistics	Financial Accounting - II	Banking & Financial Systems	Office Automition Tools(Computers)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THIRD YEAR	Part - II							
	Management of Financial Services	Business Laws	Business communication	International Business Environment	Cost and Management Accountancy	Viva-Voce		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Particulars of fee paid:

DD No.	Date of Payment
Amount in Rs.	In Words :
Name & Place of Bank	

N.B. : Three Self-Addressed Covers should be enclosed to this application.

Particulars of subjects passed with Regd. Nos.

(The Candidates should enclose Xerox copies of marks memos of all previous appearances, if any)

FIRST YEAR	Part - I			Part - II				
	English	Second Language	Foundation Course	Fundamentals of I.T		Financial Accounting - I	Business Organisation & Management	Business Economics
	Month & Year	Month & Year	Month & Year	Theory	Practicals	Month & Year	Month & Year	Month & Year
Reg. No.								

SECOND YEAR	Part - I			Part - II				
	English	Second Language Paper - II	Foundation Course - II	Environmental Studies	Business Statistics	Financial Accounting - II	Banking & Financial Systems	Office Automition Tools(Computers)
	Month&Yea	Month & Year	Month&Year	Month&Year	Month&Year	Month&Year	Month&Year	Month&Year
Reg. No								

THIRD YEAR	Part - I		Part - II			
	Management of Financial Services	Business Laws	Business communication	International Business Environment	Cost and Management Accountancy	Viva-Voce
Reg. No.						

Station :

Date :

*Signature of the Candidate*



STUDENT (IDENTITY CARD) CODE NUMBER .....

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY  
B.Com.(CSM) DEGREE EXAMINATION Nov/Dec-2020  
HALL -TICKET (DUPLICATE)**

Register Number

This is to certify that.....son/daughter of  
..... is a candidate for the B.Com. (CSM) Degree Examination  
at the end of I Year / II Year / III Year to be held at **School of Distance Education, Andhra University, Visakhapatnam Centre**. He/She desires to appear for the following subjects :

<b>First Year</b>	<b>Part I (Language)</b>	<b>Part II Main Subjects (Group)</b>	
(i)	English (Paper I)	1. Fundamentals of Information Technology	
(ii)	..... (Second Language Paper I)	2. Financial Accounting -I	
(iii)	Foundation Course -I	3. Business Organisation and Management	
		4. Business Economics	
<b>Second Year</b>			
(i)	English (Paper II)	1. Environmental Studies	5. Office Automition Tools
(ii)	..... (Second Language Paper II)	2. Business Statistics	(Computers)
(iii)	Foundaton Course - II	3. Financial Accounting -II	
		4. Banking & Financial Systems	
<b>Third Year</b>			
	1. Management of Financial Services	2. Business Laws	3. Business Communication
	4. International Business Environment	5. Cost & Management Accountancy	6. Viva-Voce

**Note:** 1. The candidates should fill in the above columns except Register Number.  
2. The candidate should strike off the subject or subjects for which he/she is not appearing at the examination.

Visakhapatnam

Date

**DIRECTOR**  
School of Distance Education

STUDENT (IDENTITY CARD) CODE NUMBER .....

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY  
B.Com.(CSM) DEGREE EXAMINATION Nov/Dec-2020  
HALL -TICKET (DUPLICATE)**

Register Number

This is to certify that.....son/daughter of  
..... is a candidate for the B.Com. (CSM) Degree Examination  
at the end of I Year / II Year / III Year to be held at **School of Distance Education, Andhra University, Visakhapatnam Centre**. He/She desires to appear for the following subjects :

<b>First Year</b>	<b>Part I (Language)</b>	<b>Part II Main Subjects (Group)</b>	
(i)	English (Paper I)	1. Fundamentals of Information Technology	
(ii)	..... (Second Language Paper I)	2. Financial Accounting -I	
(iii)	Foundation Course -I	3. Business Organisation and Management	
		4. Business Economics	
<b>Second Year</b>			
(i)	English (Paper II)	1. Environmental Studies	5. Office Automition Tools
(ii)	..... (Second Language Paper II)	2. Business Statistics	(Computers)
(iii)	Foundaton Course - II	3. Financial Accounting -II	
		4. Banking & Financial Systems	
<b>Third Year</b>			
	1. Management of Financial Services	2. Business Laws	3. Business Communication
	4. International Business Environment	5. Cost & Management Accountancy	6. Viva-Voce

**Note:** 1. The candidates should fill in the above columns except Register Number.  
2. The candidate should strike off the subject or subjects for which he/she is not appearing at the examination.

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 the following Identification marks:

Attested Latest Passport size (Bust) Photo of the Candidate should be affixed here
--

- 1.
- 2.

Station :

Date:

Office Seal:

Signature of the Attesting Officer  
not below the rank of a 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 photos extending over the blank space also.

---

**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:

Attested Latest Passport size (Bust) Photo of the Candidate should be affixed here
--

- 1.
- 2.

Station :

Date:

Office Seal:

Signature of the Attesting Officer  
not below the rank of a 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 photos extending over the blank space also.

## FEE PARTICULARS AND INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

### Fee Particulars:

EXAMINATION FEE :	I Year	II Year	III Year
Whole Examination	1,000- 00	1,000-00	1,000-00

**For One Paper Rs.400/-, For Two Papers Rs.800/-, Three or More Papers Rs.1,000/-**

### Notes:

#### 1. Remittance of Examination fee:

All the remittances to the School of Distance Education should be made through a crossed Demand Draft Drawn in favour of **The Registrar, Andhra University**, payable at **Visakhapatnam**, on any Nationalized Bank or Syndicate Bank in the premises of School of Distance Education, Andhra University, Visakhapatnam which works between **10 a.m. to 4 p.m. on all working days and 1st & 3rd Saturdays. 2nd & 4th Saturdays are Holidays.** The name of the candidate, code number are also to be noted on the back side of the Demand Draft. **Bank Challans, Cheques, Money orders and Postal Orders will not be accepted.**

- No candidate shall pay at a time more than the fee prescribed for the whole Examination of that year what ever may be the number of subjects In which he/she appears.
- The candidates appearing for the first time have to apply for the whole examination irrespective of their appearances for part or parts, subject in which he/she appears.
- The fee once paid will in no circumstance, be returned or held over for a Subsequent Examination.**
- Candidates should remit the fee and post the application with the fee receipts to The Director, School of Distance Education, Andhra University Visakhapatnam**, so as to be received on or before the dates notified. In case the last date for the payment of fee happens to be a Government Holiday, the fee can be paid on the next working day.
- Candidates are requested to give such a complete address as would ensure any communication by post reaching them without delay.
- A Candidate appearing for the examination a second or subsequent time, having failed previously, should select the same centre in which he/she appeared. Prior permission of the School should be obtained to *appear* at a different centre for exceptional reasons.
- Candidates have to enclose **3 self-addressed covers** without stamps for sending the Marks Statements, etc.
- Candidates must obtain their Hall-Tickets from the Chief Superintendent of the respective centres, three days before the commencement of the Examination.**
- All the entries in the application form except registered number should be filled by the candidates in their own handwriting. Applications with incomplete and incorrect entries are liable to be rejected.
- The candidates who applied for revaluation need not wait for the revaluation results and have to *appear* for the examination as per the eligibility.

### Special Notes:

- Self Addressed Covers: The Candidates should enclose **Three Self-Addressed unstamped covers** (11" x5" size).
- Applications rejected by the Office for want of proper information as per the proforma will be accepted If resubmitted with full information on payment of penal fee of Rs. 100/- besides the prescribed fees.

**NOTE:** Issue of Examination Applications : 09.11.2020

Last Date for Receipt of Applications	:	16.11.2020
Commencement of I Year Examinations	:	06.12.2020
Commencement of II Year Examinations	:	21.11.2020
Commencement of III Year Examinations	:	21.11.2020
Date of Viva-Voce for III Year Students & Project Report Submission	:	05.12.2020

**SCHOOL OF DISTANCE  
EDUCATION ANDHRA  
UNIVERSITY**

**Instructions to the candidates Appearing for Examinations.**

Candidates for University Examinations are required to observe, the following Instructions very carefully ;

1. Silence should be maintained in the Examination Hall.
2. Candidate 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 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 Number should be written very distinctly on the title pages of the Main Answer Book. Failure to write their Register Number 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 candidates 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 candidates who leaves the room during the period allotted for a paper will be 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 Board of Management for disciplinary action.
7. Candidates are not allowed the use of books of all kind (Excepted 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 the room forthwith and his/her conduct will be reported to 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 students answering paper in Mathematics. The use of mathematical instrument, while answering paper in mathematics, will be allowed. Such instrument 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 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. 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' underline. The number of each question as given in the question paper should be noted both of 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 answer 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.

(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 application are registered.)

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.

(By Order)

**Prof. P.HARI PRAKASH**  
Director