SCHOOL OF DISTANCE EDUCATION
Andhra University,Visakhapatnam-530 003
Computer Certificate Courses
Examination Time Table Mar 2022

Days & Time	Subject code No	Subject	Theory/ Practical's	Max. Marks
Monday, 14th Mar, 2022 2.00 - 4.00 pm	CCAA-01	Office Automation (Theory) (Common to all branches)	75	100
4.30 - 6.30 pm		Office Automation (Practical's) (Common to all branches)	25	
Tuesday, 15th Mar, 2022 2.00 - 4.00 pm	COMT-2 COAA-2 COIT -2	Multimedia Technologies(Theory) Accounting Applications (Theory) Internet Technologies (Theory)	75 75 75	100 100 100
4.30 - 6.30 pm 4.30 - 6.30 pm 4.30 - 6.30 pm	COMT-2 COAA-2 COIT -2	Practical's–for all branches)	25 25 25	
Wednesday, 16th Mar, 2022 10.00am - 1.00pm 10.00am - 1.00pm 10.00am - 1.00pm	COMT-3 COAA -3 COIT- 3	Project & Viva voce	100 100 100	100 100 100

Venue: Visakhapatnam – School of Distance Education, Andhra University

Visaakhapatnam
Dt: Director

// By Order //

(Form of Examination Application for Registration)

Computer Certificate Courses(_____ Batch) Exam- _____

Register Number

CENTRE: School of Distance Education., Andhra University, Visakhapatnam

N.B: Candidates should read all instructions (over leaf) before filling up application.

Latest pass port size (Bust) Photo of the candidate should be affixed here

S.D.E. Code No.	Course	Put(√) Mark	
	COAA	**COMT**	**COIT**

1. Full Name in English (including Surname) :
   in Mother tongue   :

2.Age & Date of Birth   :

3.Address for Communication   :

Mobile No: E-Mail Address   :

4.Particulars of Qualifying Degree Examination   :
   already passed i.e10th /Inter/ BA-B.Com Entrance Test Pass/

5.Examination for which the Candidate is appearing Subject(s),Mark√ for the whole Examination or Subject(s) appearing now.

Whole Examination	Put √ Mark	
Paper-1	Office Automation	
Paper-2	(Mention Specialization)	
Paper-3	Project	

6.*Particulars of Previous pass/Appearance if any   i.all the candidates should furnish the regd.nos with which they have appeared/passed ii.Candidates appearing under improvement of class should furnish the Regd.Nos of the Papers in appearance(s) which they wish to have clubbing with that of the present appearance marks

Year & Regd.No	Whole Exam	Paper-1	Paper-2	Paper-3/Project

8. Fee Particulars:Amount   Demand Draft No: Bank Details: Date:

 * Not Applicable for Candidates appearing for the First Time

Station:
Date:

Signature of the Candidate

NOTE: Instructions to the Candidates:

1.Candidates should read all instructions(over leaf) before filling up application.

2.Candidates should enclose a self-addresses cover (9"x4")

3.Candidates who have not fully attended PCP are not eligible to write the Examinations.

4.Enquiries from candidates as to the receipt of their application in the office of the SDE,AU 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 for knowing whether their applications have   reached the office.

5. 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.

6.(a) Enclose all Marks Lists appeared Previously (b)Enclose 2 self addressed envelopes.

Instructions to Candidates appearing for Examinations

Candidates for University Examination are required to observe the following instructions very carefully.

I .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.

3.Candidates should bring their hall tickets with them to the examination Hall each day of the examination for inspection by the Chief Superintendent.

4. Candidates are prohibited from writing upon their Hall-tickets or question papers. Candidates are also prohibited from writing their names or any other name connected with the answers on any part of the answer books. The Register Number should be written very distinctly on the title page of the main answer book. Failure to write their Register Number may involve the rejection of answer papers. They should fill in the subject year on the outer cover of the main answer book.

5.No candidates will be allowed to leave the examination Hall till the expiry of at least an hour and a half after the question paper was given out,and no candidate who leaves the hall during the period allotted for a paper will be allowed to return within the 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 any kind (except as provided as rule 8). They are also prohibited from introducing into the Examination Hall any book, slate, blotting pad, card board, manuscript, type script or paper of any description and from making use of any of these whether introduced into the hall by themselves or by any one else, from communicating with or copying from each other and from communicating with any person outside the Examination Hall. Any candidate detected on the violation of these rules will be summarily sent out of the Hall forthwith and his conduct will be reported to the Director. Such candidates stands the risk of having all his answer papers for the Examination for which he has appeared rejected by the E.C and of being debarred from sitting for the university Examination for such period as the E.C may decide.

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. Scientific calculators (non -programmable) are allowed.

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

10.Particular attention is requested to the instructions regarding rough working and loose sheet paper, printed on the answer books. Answers should not be written on the reverse on the title page of the main answer book. Answers should be written on both sides of the remaining pages of the answer book. All rough work must be done on the right hand side of the problem itself leaving the 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. 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.

II .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 whom.

12.Candidates sitting for the examination at the different centers should apply the Superintendent of the respective center 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 centers where they are not known must be prepared to satisfy the chief Superintendents of such centers as to their identity. They shall also be required to sign on the identification certificates produced by them before the Chief Superintendentsof the respective centers, the identification Certificates may be obtained either from the Principal of an Affiliated College of the University or from any Gazetted officer in Govt service not lower in rank than a Sub-Magistrate in Andhra Pradesh.

14.Candidates are not allowed to make use of Cell Phones / Mobiles in the Examination Hall   .

School of Distance Education, Andhra University
Computer Certificate Courses(_____20___ Batch) Examination in _____20__

HALL TICKET- Original

For office use only
Register Number

SDE ID Number

This is to Certify that…………………………………………………………………………………………

Son/ Daughter of …………………………………………………is a Candidate for the Certificate Course

in computers Examination ------------------------------------- to be held at ………………………center.

He/She desires to appear for the following Papers.(Put √ mark in the appropriate box)

Ref.No	Name of the Paper	Sub.Code	Name of the Paper	Ref.No	Name of the Paper
COAA	Whole Examination	COMT	Whole Examination	COIT	Whole Examination
COAA-1	Office Automation	COAA -1	Office Automation	COAA-1	Office Automation
COAA-2	Accounting Applications	COMT-2	Multi media Technologies	COIT -2	Internet Technologies
COAA-3	Project	COMT-3	Project	COIT -3	Project

Visakhapatnam   Director
Date: School of Distance Education

School of Distance Education Andhra University
Computer Certificate Courses(_____20___ Batch) Examination in _____20__
HALL TICKET- Duplicate

For office use only
Register Number

SDE   ID Number

This is to Certify that…………………………………………………………………………………………

Son/ Daughter of …………………………………………………is a Candidate for the Certificate Course

in computers Examination ------------------------------------- to be held at ………………………center.

He/She desires to appear for the following Papers.(Put √ mark in the appropriate box)

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COAA-2	Accounting Applications	COMT-2	Multi media Technologies	COIT -2	Internet Technologies
COAA-3	Project	COMT-3	Project	COIT -3	Project

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 the following identification marks:

Latest Passport Size (Bust) Photo of the candidate should be affixed here	1. 2.

Station: Signature of the attesting officer   Director
Date: Not below the Rank of Gazatted officer   School of Distance Education

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