

## SCHOOL OF DISTANCE EDUCATION

VISAKHAPATNAM 530 003 : ANDHRA PRADESH  
Phone: 0891-2844142, 2550223, 2575745 Fax No.0891-2575752

Website: [www.andhrauniversity.edu.in](http://www.andhrauniversity.edu.in)

**Prof. P. Hari Prakash**

I/c DIRECTOR

No. SDE/E-III/WE&PCP-PG/2018

Date: 12.10.2018

### TUITION FEE MEMORANDUM

**Sub:** M.A / M.Com / M.Sc. Maths Degree course of study through School of Distance Education payment of Tuition Fee for Second year-Regarding.

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The students of Second Year M.A / M.Com / M.Sc. Maths Degree course 2017-19 admitted batch) are hereby informed that they have to pay the tuition fee (as noted below) towards Second year for the academic year 2018-2019 as per the following dates by way of crossed Demand Draft drawn **in favour of the Registrar, Andhra University, Visakhapatnam** any nationalized bank payable at Visakhapatnam.

		M.A / M.Com./ M.A/M.Sc. Maths
Payment towards II Year Tuition Fee	:	Rs.2,500/-
Last Date without any penal fee	:	20-12-2018
With a penal fee of Rs.50/- upto	:	19-02-2019
With a penal fee of Rs.200/- on or after	:	20-02-2019

The Students are advised to write clearly the **purpose of the remittance and CODE NUMBER on the reverse of D.D and in the letter enclosed.** Challans, Money Orders, Postal Orders and S.B.I Challans, etc. will not be accepted.

Defaulters of Tuition fee to this School will not be supplied with the relevant reading material and their examination applications will not be processed for the examinations.

Candidates who have already paid the said tuition fee are advised to furnish the payment particulars through a letter. Lessons will be dispatched as and when the tuition fee is received. Academic calendar for the academic year 2018-2019 is given overleaf.

With best wishes,

  
(P.HARI PRAKASH)

**Note:** 1) Irrespective of the appearances at the University examinations and the consequent result, the candidate is deemed to have entered into the Final year of study.



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**Prof. P. HARI PRAKASH**

I/c DIRECTOR

No.: SDE /M.Com/PCP-WE/2018-2019

Date:28.11.2018

Dear Learner,

*Greetings from School of Distance Education, Andhra University.*

We are happy to inform you that we have scheduled the **M.Com.** Week-End Classes at School of Distance Education (SDE), Andhra University Campus, Visakhapatnam as per the schedule given below for the academic year 2018-19 in which lectures will be delivered by well experienced teachers. Your participation in the programme can supplement effectively your study requirements. If you intend to attend the programme you are advised to report with your Identity Card at SDE, AU Campus at 9 a.m. on 9<sup>th</sup> December,2018. Time-table and other instructions about the classes will be given at the time of Registration.

Venue	Previous/ Final
<b>School of Distance Education, A.U. Campus, Visakhapatnam.</b>	December, 2018 : 9, 16, 23, 30
	January, 2019 : 6, 20, 27
	February, 2019 : 3, 10, 17, 24
	March, 2019 : 3, 10, 17, 24, 31
	April, 2019 : 7, 21, 28
	May, 2019 : 7 (20 Sundays)
Display of Assignment Question Papers on <i>Website</i>	28 <sup>th</sup> November, 2018
Last date for submission of Assignments	6 <sup>th</sup> June, 2019
Announcement of Examination schedule	April / May, 2019
Examination (Tentatively)	June/July, 2019

• **Tuition Fee Payment** (2017-2019 batch – Final Year Students): Rs. 2,500/-

*(For details, please see overleaf)*

• For further information and guidance contact Dr. M. Manisekhar, Course Coordinator on Mobile 9966490248.

With best wishes,

Yours sincerely,

Enclosures: Assignment Question Papers

**(P. HARI PRAKASH)**

Please visit our website [www.andhrauniversity.edu.in](http://www.andhrauniversity.edu.in) for latest updates

### అసైన్మెంట్ రాయడానికి సూచనలు

ప్రియమైన పి.జి. విద్యార్థులకు, ఆంధ్రవిశ్వవిద్యాలయం దూరవిద్యాకేంద్ర సంచాలకుల అభినందనలు.

ఉన్నత విద్యాప్రమాణాల్ని పెంచడంలో భాగంగా, విశ్వవిద్యాలయాల నిధుల సంఘం సూచనల్ని అనుసరించి, మన ఆంధ్ర విశ్వవిద్యాలయం పరీక్షా నిర్వహణ మూల్యాంకన విధానాల్లో మార్పులు చేయటం జరిగింది. 2011-12 సంవత్సరం పి.జి. మొదటి సంవత్సరం విద్యార్థులతో అసైన్మెంట్స్ పద్ధతిని (ఇంటి దగ్గర సమాధానాలు రూపొందించటం) ప్రవేశపెట్టడం జరిగింది. ఈ విధానంలో ప్రతి పేపరుకు సంబంధించి సంవత్సర చివర జరుగు పరీక్షను 80 మార్కులకు, ఇంటి దగ్గర సమాధానాలు తయారు చేసుకొని సమర్పించే పత్రాలను 20 మార్కులకు మధింపు చేయడం జరుగుతుంది.

క్రొత్తగా ప్రవేశపెట్టబడిన యీ అసైన్మెంట్స్ విధానానికి సంబంధించిన వివరాల్ని రాయడానికి అనుసరించాల్సిన సూచనల్ని యీ దిగువన మీ ప్రయోజనం కొరకు ఇవ్వడమైంది. ఈ అసైన్మెంట్లు 2019 జూన్/జూలై పరీక్షలకు, 2020 ఫిబ్రవరి/ మార్చి సప్లమెంటరీ పరీక్షలకు మాత్రమే వర్తిస్తాయి.

1. మీరు పరీక్షలు రాయాల్సిన పేపర్లకు, పేపరు వారీగా అసైన్మెంట్లుంటాయి. ఉదాహరణకు పి.జి. మొదటి సంవత్సరం 5 పేపర్లు మీకు వుంటే, మీరు 5 పేపర్లకు 5 అసైన్మెంట్లు విడివిడిగా తయారు చేసి సమర్పించాల్సి వుంటుంది.
2. పేపరు వారీగా మీరు ఏ ప్రశ్నలకు సమాధానాలు / జవాబులు తయారు చేయాలనేది సంబంధిత కోర్సుకోర్డినేటర్లు ఈ లేఖ అనుబంధంలో పేర్కొన్నారు.
3. అసైన్మెంట్స్ను వ్రాసేటప్పుడు దూరవిద్యా కేంద్రం పంపిన స్టడీమెటీరియల్ను ఉపయోగించుకోగలరు. అలాగే ఇతర ప్రామాణిక మరియు పరిశీలన గ్రంథాల్ని పరిశీలించండి. సమాధానాలు రాయటానికి ఆధారాలుగా మీరు మీకు అందుబాటులో గల భిన్న మార్గాల్ని ఎంచుకోవచ్చు. ఉదాహరణకు స్థానిక గ్రంథాలయాధికారులు, కళాశాలల అధ్యాపకులు మున్నగువారిని సంప్రదించవచ్చు.
4. అసైన్మెంట్లలో పొందుపరచవల్సిన జవాబులు ఎన్ని పేజీలు అనేది మీ సబ్జెక్టుకుగల అనుబంధంలో తెలుసుకోగలరు.
5. అసైన్మెంట్లు విధిగా విద్యార్థి స్వదస్తూరి కలిగి వుండాలి.
6. అసైన్మెంట్లు **A-4** పేపరుపై ఒక వైపు మాత్రమే వ్రాయాలి. తెల్లకాగితమైనా రూళ్ళుపుస్తకమైనా వాడవచ్చు
7. అసైన్మెంట్లు రాయటంలో వ్యాసరచనకు అనుసరించే అన్ని ముఖ్యమైన నిబంధనలు పాటించాలి.
8. పేపరువారీగా అసైన్మెంట్స్ను పుస్తక రూపంలో అందంగా రూపొందించి సమర్పించాలి.
9. అసైన్మెంట్ మొదటి తొలిపేజీలో కోడ్సంబరు, సబ్జెక్టుపేరు, చిరునామా, సమర్పించిన తేది, విద్యార్థి సంతకం వుండాలి.
10. పోస్టు ద్వారా ఈ క్రింది ఎడ్రస్ పంపండి : **Director, School of Distance Education, Andhra University, Visakhapatnam - 530 003, Andhra Pradesh.** కు అసైన్మెంట్లు తప్పనిసరిగా 06-06-2019. లోగా చేరేటట్లు పంపాలి
11. అసైన్మెంట్కు పునర్ మూల్యాంకనం తిరిగి సమర్పించడం ఉండదు.
12. అసైన్మెంట్ మార్కులు తర్వాత రాసే పరీక్షలకు బదలాయింపు జరగదు.

పై సూచనల్ని గమనించి అనుబంధంలో సబ్జెక్టు కోర్డినేటరు పేర్కొన్న విషయాల్ని పరిగణనలోనికి తీసుకొని, మంచి మార్కులు పొందటానికి వీలుగా స్వదస్తూరితో ధీటైన జవాబులు రాస్తారని ఆశిస్తూ, శుభం కలగాలని కోరుతూ

భవదీయుడు

ఆచార్య పి. హరిప్రకాష్

I/c డైరెక్టర్



**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**

**GUIDELINES FOR PREPARATION & SUBMISSION OF ASSIGNMENTS**

Dear Students,

*Greetings from School of Distance Education, Andhra University.*

We are happy to inform you that Andhra University has introduced the Assignment method for the benefit of the students of School of Distance Education as part of preserving standards and maintaining quality of Higher Education suggested by the University Grants Commission, New Delhi.

The assignment method of examination is introduced for MA/M.Com./M.Sc., Maths, courses w.e.f. the admitted batch of 2011-12. In this scheme the annual examination for each of the papers of examination of a course will be held for a maximum of **80** marks and the assignments i.e., home-based answer books, submitted by the students consist for a maximum of 20 marks. The exact marks for each assignment question paper will be given in the paper. You are required to submit one assignment book separately for each of the papers of your course. These assignments are only valid for 2019 June/July examinations, February / March 2020 supplementary examinations only.

**Please follow the below instructions :**

- 1) Consult the Study Material sent by SDE, while preparing the answers for the questions given by the subject coordinators paper-wise. ( find a separate instruction - cum - question paper from the subject Coordinator appended to this Circular).
- 2) You are advised to consult other standard and reference material available from any other sources for preparing your answers besides the study material. You are also advised to consult local libraries and any competent faculty members available locally for gaining insights in the subjects.
- 3) **Assignments are required to be in the own handwriting of the student.**
- 4) **Assignments are to be written on A-4 Paper and only on One Side.**
- 5) **Answers prepared as part of the assignment of a paper are to be bounded as one book.**
- 6) **The cover page of the assignment book required to contain details of the Code Number of the student; Name of the Subject, Date of submission of the Book, besides signature and address of the Candidate.**
- 7) **Assignment book are to be submitted to the Director, School of Distance Education, Andhra University, Visakhapatnam - 530 0003, Andhra Pradesh.**

**Note : Assignments have to be submitted on or before 06-06-2019.**

- 8) There is no provision for revaluation of assignment books.
- 9) Candidates who do not appear for theory examinations may also submit the assignments.
- 10) Attending weekend classes will help the candidates to answer assignments.

You are requested to observe the above guidelines along with the specific instructions from your subject coordinators while preparing your assignment books. Hope you will prepare answers marked by depth **in your own handwriting.**

With Best Wishes,

**Prof. P. Hari Prakash**

**I/c DIRECTOR**

**M.COM (FINAL)**  
**ASSIGNMENT QUESTION PAPER 2018-2019**  
**Paper I — FINANCIAL MANAGEMENT**  
**Answer ALL Questions (Each question carries 4marks)**

**(5 x 4 = 20 Marks)**

1. a) Nature, Scope and objectives of Financial Management  
b) Types of Ratios
2. a) Different sources of funds and their uses  
b) Time value of money
3. a) Techniques of Capital Budgeting  
b) Cost of Capital
4. a) Factors affecting dividend decisions  
b) Working Capital Cycle
5. a) Dividend Models  
b) Determinants of Capital Structure

**Paper II — MARKETING MANAGEMENT**  
**Answer ALL Questions (Each question carries 4marks)**

**(5 x 4 = 20 Marks)**

1. a) Nature, Scope and importance of Marketing  
b) Market segmentations
2. a) Marketing Mix  
b) Product Mix
3. a) Significance of channels of Distribution  
b) Different stages of Product Life Cycles
4. a) Importance of Services Marketing  
b) Interactive Marketing
5. a) Global Marketing organization structure  
b) Distinction between Goods, Services and Service characteristics

**Paper III — HUMAN RESOURCE MANAGEMENT**  
**Answer ALL Questions (Each question carries 4marks)**

**(5 x 4 = 20 Marks)**

1. a) Concept and Significance of HRM  
b) Functions of Human Resource Management
2. a) Steps in Human Resource Planning  
b) Distinction between Recruitment, Selection and methods of Recruitment
3. a) Distinction between Training and Development  
b) Methods of Performance Appraisal
4. a) Wage concepts  
b) Methods of job Evaluation
5. a) Role of state in industrial Relations  
b) Steps in Collective Bargaining Process

**Paper IV- FINANCIAL ACCOUNTING AND AUDIT - Elective (a)**

**Answer ALL Questions (Each question carries 4marks) 5 x 4 = 20 Marks**

1. a) Contents of Financial Report  
b) International Dimensions of Financial Reports
2. a) Responsibilities of an Auditor  
b) Scope of Financial Audit
3. a) Methods of valuating Goodwill  
b) Role of Financial Accounting
4. a) Preparation of consolidated Profit & Loss Account  
b) Horizontal Analysis
5. a) What are the types of Audit  
b) Need and significance of Accounting Standards

**Paper V — COST MANAGEMENT AND AUDIT - Elective (a)**

**Answer ALL Questions (Each question carries 4marks) 5 x 4 = 20 Marks**

1. a) Benchmarking Costing  
b) Nature and Scope of Cost Management
2. a) Various tools of Cost Management  
b) Life Cycle Costing
3. a) Various methods of Cost Estimation  
b) Kaizen Costing
4. a) Learning Curve Analysis  
b) Cost Engineering
5. a) Distinction Between Cost Audit and Financial Audit  
b) Nature and Significance of JIT

**(OR)**

**Paper IV — ADVANCED BANKING : BANKING & FINANCIAL INSTITUTIONS - Elective (b)**

**Answer ALL Questions (Each question carries 4marks) 5 x 4 = 20 Marks**

1. a) Developmental Functions of Commercial banks.  
b) Structure of Indian Financial System
2. a) Objectives of Banks' nationalisation in India  
b) Recommendations of narasimhan Committees I and II
3. a) Notes issue system in India  
b) Credit control mechanism of RBI.
4. a) Recommendations of Sadasivam Committee on development Financial Institutions.  
b) Evolution of Development Banks in India
5. a) Features of Universal banks  
b) Regulations of Universal Banks in India.

**Paper V — FINANCIAL MARKETS AND SERVICES- Elective (b)**

**Answer ALL Questions (Each question carries 4marks) 5 x 4 = 20 Marks**

1. a) Functions of Stock Exchanges  
b) Money Market institutions and instruments
2. a) Responsibilities of Merchant Bankers  
b) Concept of Financial Services
3. a) Financing pattern through venture capital  
b) Evaluation of Leasing Option Vs. Borrowing
4. a) Functions and benefits of credit rating agencies  
b) Features of Factoring and Forfeiting
5. a) Objectives of Mutual Funds  
b) Demat services