



## SERVICE CERTIFICATE

(To be signed by Head of the Department / Employer)  
The certifying authority is solely responsible for any incorrect information)

This is to certify that Sri / Smt./ Kum .....  
S/o D/o W/o. .... is working in our Office / Institution as .....  
from ..... to till date (Total Service. Years ..... Months ..... Days .....  
as on the last date of submission of application form. His / Her Scale of pay is Rs. .... and his / her  
gross salary is Rs. .... PM (Rupees ..... ).  
His / Her Services are found to be Good / Satisfactory during the above period.

We have no objection to Sri / Smt / Kum .....  
joining in MBA / MCA Programme offered by School of Distance Education, Andhra University if given admission.

Place :

Signature :

Date :

Designation:

Office Seal :

\* Applicable to the candidates who are seeking admissions into two year MBA Programme.

### CHECK LIST :

Enclose the following with Application form :

1. Xerox Copies of Service Certificate from Head of the Department / Employer. (incase of two year MBA Programme).
2. Degree Certificate / Provisional Certificate of qualifying examination. ( Xerox Copy Only).
- 2a. Intermediate or +2 examination certificate (in case of MCA Programme)
3. S.S.C. or equivalent certificate with Date of Birth
4. Xerox Copies of Caste Certificate in case of SC/ST/BC Candidates.
5. Two Self-Addressed envelopes of 9" x 4" size.

**Note :** Original Certificates are to be produced at the time of admission.



## HALL TICKET

ANDHRA UNIVERSITY  
VISAKHAPTANAM

**SCHOOL OF DISTANCE EDUCATION**

Application form for Entrance Test for Admission  
INTO THREE YEAR & TWO YEAR MBA (Marketing / Finance / HRM) /  
Three Year MBA (Hospital Administration) & MCA Programme 2020 - 2021

Time & Date : 10.00 am to 12.30 pm & 27-12-2020

Hall Ticket No. :

Test Centre : Srikakulam / Visakhapatnam /Gajuwaka / Kakinada / Rajahmundry / T.P.Gudem/Vijayawada

(To be filled in by the candidate in his / her own handwriting and to be submitted along with the application)

1. Name of the Candidate : .....
- (in Block Letters)
2. Name of the Parent / Husband : .....
3. Identification Marks
- a) .....
- b) .....

Latest Passport  
size Photograph  
to be affixed and  
duly attested by  
Gazetted Officer

I do hereby attest that the candidate has signed in my presence.

Signature of the Attesting Officer  
With official stamp

*Signature of the Candidate*

## HALL TICKET

ANDHRA UNIVERSITY  
VISAKHAPTANAM

**SCHOOL OF DISTANCE EDUCATION**

Application form for Entrance Test for Admission  
INTO THREE YEAR & TWO YEAR MBA (Marketing / Finance / HRM) /  
Three Year MBA (Hospital Administration) & MCA Programme 2020 - 2021

Time & Date : 10.00 am to 12.30 pm & 27-12-2020

Hall Ticket No. :

Test Centre : Srikakulam / Visakhapatnam / Gajuwaka / Kakinada / Rajahmundry / T.P.Gudem/Vijayawada.

(To be filled in by the candidate in his / her own handwriting and to be submitted along with the application)

1. Name of the Candidate : .....
- (in Block Letters)
2. Name of the Parent / Husband : .....
3. Identification Marks a) .....
- b) .....

Latest Passport  
size Photograph  
to be affixed and  
duly attested by  
Gazetted Officer

I do hereby attest that the candidate has signed in my presence.

Signature of the Attesting Officer  
With official stamp

*Signature of the Candidate*

## INSTRUCTIONS TO THE CANDIDATE

1. Candidates are advised to be present in the test hall 15 minutes before the commencement of the test.
2. Candidates will not be admitted to the Entrance Test after 30 minutes of the commencement of the test. Candidates once admitted will not be allowed to leave the hall till half-an-hour before the closing time of the entrance test.
3. Hall Ticket shall be produced at the gate of the test centre and also in the hall at the time of the test, failing which the candidate will not be allowed to appear for the Entrance test.
4. **PLEASE NOTE : YOUR SCRIPT WILL NOT BE VALUED IF YOU WRITE ANY IRRELEVANT MATTER OR SYMBOLS, INCLUDING RELIGIOUS MARKS AND SYMBOLS, PRAYERS OR ANY COMMUNICATION WHATSOEVER, ANYWHERE, EITHER ON THE COVER SHEET OR INSIDE THE SCRIPT.**
5. **ANSWER MUST BE WRITTEN IN BLUE/BLACK INK FOUNTAIN OR BALL PEN ONLY (SKETCH PEN, PENCIL OR INK OR ANY OTHER COLOUR IS NOT ALLOWED)**
6. **HALL TICKET MUST BE PRESERVED TILL THE TIME OF ADMISSION OF THE COURSE.**
7. No. T.A. and D.A. will be paid for any journey undertaken by the candidate for the Entrance test.
8. Adoption of any kind of unfair means at the time of Test or any act of impersonation will result in invalidation of his / her script and forfeiture of his / her claim for taking the Test besides criminal action as per law. Decision of the Chief Superintendent of the Test Centre shall be final on these matters.
9. Issue of Hall Ticket appearance at the test, does not automatically entitle a candidate for admission.
10. Calculators or any other aids are not allowed in the Test Hall.
11. Any rough work is to be done only on the blank sheet provided for the purpose in the Test Booklet.
12. Attestation on the Application Form and Hall Tickets can be made by any Gazetted Officer / Principal of a College / A University Professor.
13. Each question will have four alternative choices with one correct / appropriate answer. Candidate has to choose correct / appropriate answer and has to write its number in the relevant question number box on the answer sheet. If any alteration is to be made, strike off the previous one and write the correct number neatly in the box.

**(Cell Phones are strictly prohibited in the Examination Hall)**  
**Answers with overwriting will be ignored while awarding marks.**

## INSTRUCTIONS TO THE CANDIDATE

1. Candidates are advised to be present in the test hall 15 minutes before the commencement of the test.
2. Candidates will not be admitted to the Entrance Test after 30 minutes of the commencement of the test. Candidates once admitted will not be allowed to leave the hall till half-an-hour before the closing time of the entrance test.
3. Hall Ticket shall be produced at the gate of the test centre and also in the hall at the time of the test, failing which the candidate will not be allowed to appear for the Entrance test.
4. **PLEASE NOTE : YOUR SCRIPT WILL NOT BE VALUED IF YOU WRITE ANY IRRELEVANT MATTER OR SYMBOLS, INCLUDING RELIGIOUS MARKS AND SYMBOLS, PRAYERS OR ANY COMMUNICATION WHATSOEVER, ANYWHERE, EITHER ON THE COVER SHEET OR INSIDE THE SCRIPT.**
5. **ANSWER MUST BE WRITTEN IN BLUE/BLACK INK FOUNTAIN OR BALL PEN ONLY (SKETCH PEN, PENCIL OR INK OR ANY OTHER COLOUR IS NOT ALLOWED)**
6. **HALL TICKET MUST BE PRESERVED TILL THE TIME OF ADMISSION OF THE COURSE.**
7. No. T.A. and D.A. will be paid for any journey undertaken by the candidate for the Entrance test.
8. Adoption of any kind of unfair means at the time of Test or any act of impersonation will result in invalidation of his / her script and forfeiture of his / her claim for taking the Test besides criminal action as per law. Decision of the Chief Superintendent of the Test Centre shall be final on these matters.
9. Issue of Hall Ticket appearance at the test, does not automatically entitle a candidate for admission.
10. Calculators or any other aids are not allowed in the Test Hall.
11. Any rough work is to be done only on the blank sheet provided for the purpose in the Test Booklet.
12. Attestation on the Application Form and Hall Tickets can be made by any Gazetted Officer / Principal of a College / A University Professor.
13. Each question will have four alternative choices with one correct / appropriate answer. Candidate has to choose correct / appropriate answer and has to write its number in the relevant question number box on the answer sheet. If any alteration is to be made, strike off the previous one and write the correct number neatly in the box.

**(Cell Phones are strictly prohibited in the Examination Hall)**  
**Answers with overwriting will be ignored while awarding marks.**





**ANDHRA UNIVERSITY**  
**SCHOOL OF DISTANCE EDUCATION**

Time & Date  
10.00 am to 12.30 pm  
27-12-2020

VISAKHAPATNAM 530 003 : ANDHRA PRADESH  
MBA (Marketing / Finance / HRM) / MCA / MBA (Hospital Administration)  
TEST INSTRUCTIONS BOOK - LET

Last date for receipt of filled in application form : 10-12-2020 Upto 5.00 p.m

**Eligibility for appearing the Test :**

**A) 3 - Year MBA :**

- a) Marketing Management
- b) Finance Management
- c) Human Resource Management

Any graduate except BFA and BAOL of Andhra University or any other University recognised by Andhra University as equivalent there to, with 50 per cent marks (SC / ST / BC Candidates with 45% marks) is eligible. Further, he / she must also have studied Mathematics as one of the subjects at SSC / X class / Intermediate level. The candidate, with professional qualification like BE./B.Tech/ B.Pharm / Medicine / CA / ICWA / CS / AMIE /AIETE, etc. are also eligible.

**B) 2 - Year MBA :**

- a) Marketing Management
- b) Finance Management
- c) Human Resource Management

Any graduate except BFA and BAOL of Andhra University or any other University recognised by Andhra University as equivalent there to with to per cent marks (SC / ST / BC Candidates with 45% Marks) is eligible. Further, he / she must also have studied Mathematics as one of the subjects at SSC/ X class / Intermediate level. The candidate, with professional qualification like BE / B.Tech / B.Pharm / Medicine / CA / ICWA / CS / AMIE / AIETE, etc. are also eligible.

Besides the above, the candidates, who have 2 years in - service experience in an organization, after graduation, as on 1st July, 2020 can seek admission in 2 - year MBA course (Marketing / Finance / HRM).

**Note :** Candidates, who qualified in ICET - 2020 or the Candidates, who completed 5 years of service by 01-07-2020 after graduation in the respective fields, need not appear for Entrance Examination and can seek admission directly.

- C) MCA :**
- i) **Educational qualification :** Candidates should have passed Bachelor's degree in any faculty, except BFA and BAOL of Andhra University or any other University recognised by Andhra University as equivalent there to, with 50% marks (SC / ST/BC Candidates with 45% marks) besides passing Intermediate or +2 examination with Maths as one of the subjects of study.
  - ii) The Course of Study for MCA Programme shall extend over a period of three Academic Years. However in case of candidates with PGDC PA of AU, the study period is two years.

**Note :** Candidates, who qualified in ICET - 2020 need not appear for Entrance Examination and can seek admission directly.

**II. Schedule of dates :**

- a) Availability of Application forms in A.U.Website : 20-11-2020
- b) Last date for receipt of filled in application form : 10-12-2020
- c) Last date for receipt of filled in application forms with a fine of Rs 300/- upto : 17-12-2020
- d) Date and time of Entrance Test : 10.00 am to 12.30 pm. 27-12-2020 (Sunday)

**III. Cost of application form for Entrance Test : ₹ 500/-**

(Inclusive of registration and test fee)

Application must be affixed with an attested passport size photograph taken after 01/01/2020. Candidates indulging in impersonation are liable for prosecution inviting a punishment of imprisonment of 3 to 7 years with or without fine ranging from Rs.5000/- to Rs.20,000/-.

**IV. Medium of Test : English only**

Hall-tickets will be issued to candidates in person one day before the commencement of the examination at the respective centres.

- Examination Centers :**
- 1) Govt. Arts College for Men, Srikakulam
  - 2) School of Distance Education, A.U. Campus, Visakhapatnam.
  - 3) TSR & TBK Degree College, Gajuwaka, Visakhapatnam.
  - 4) AKNU MSN PG Centre, Kakinada
  - 5) Govt. Arts College, Rajahmundry
  - 6) Syed Appalaswamy Degree College, Vijayawada.
  - 7) New Modern Degree College, Tadepalli Gudem.

The number of seats are limited. Rule of reservation will be followed as per the norms of the University. Rank obtained in the test will be valid for admission into MBA (Marketing / Finance / HRM / Hospital Administration) / MCA course offered by the School of Distance Education, Andhra University for the academic year 2020-21 only.

\* Candidates can also download the application form from our website [www.andhrauniversity.edu.in](http://www.andhrauniversity.edu.in). However they have to pay Rs. 500/- by way of DD drawn in favour of Registrar, Andhra University towards cost of application form along with the application.



## INFORMATION ABOUT THE TEST

**General Information :** The test is designed to measure the candidate's ability to think systematically, to employ the verbal and mathematical skills and to assess his/her aptitude for admission into MBA / MCA Programme. The Test emphasises accuracy. Therefore, the candidate is required to go through the instructions carefully. This is an objective type test and the questions are of multiple choice. Out of the given options, the candidate has to choose the correct answer. If the Candidate gives more than one answer to any question, such answers will be ignored while awarding marks.

**PATTERN OF THE TEST :** The test consists of 200 questions of 1 mark each in the following topics:

**Section-A : Analytical Ability**                      No. of Questions

- |                      |    |
|----------------------|----|
| i. Problem Solving   | 55 |
| ii. Data Sufficiency | 20 |

**Section-B : Mathematical Ability**

- |   |    |
|---|----|
| i. Arithmetical Ability                 | 35 |
| ii. Algebraical and Geometrical Ability | 30 |
| iii. Statistical Ability                | 10 |

**DURATION OF THE TEST :  
2 1/2 HOURS (150 MINUTES)**

**Section-C : Communication Ability**

- |                                      |    |
|--------------------------------------|----|
| i. Vocabulary                        | 10 |
| ii. Business and Computer Technology | 10 |
| iii. Functional Grammar              | 15 |
| iv. Reading Comprehension            | 15 |

<b>Total</b>	<b>200</b>
--------------	------------

**IMPORTANT INSTRUCTIONS TO CANDIDATES :**

1. Candidates are directed to carry to the examination hall the following:
  - a. Ball Point Pen (Blue or Black).
  - b. One or Two HB Pencils
  - c. Eraser (Rubber): and
  - d. Sharpener.
2. Besides the items listed above, the candidate should not bring any other material including the instructions booklet into examination hall. Candidates should not bring Papers, Cell Phones etc., into the examination hall. Any candidate found in possession of any forbidden material, will be sent out of the examination hall.
3. Candidates must remain seated in their allotted places till the completion of the examination. In no case they will be allowed to leave the examination hall till the end of the examination. Before leaving the examination hall, the candidates must return to the invigilator both the question paper booklet and the Answer Sheet.
4. Every candidate appearing for Entrance Test shall be provided with a specially designed return answer sheet on which the candidate has to mark the answers and other relevant data. The method of marking the answers is illustrated in this section.
5. Candidates shall read carefully the instructions before starting to answer the questions.
6. The question paper booklet given to the candidate shall consist of 200 multiple choice type questions in three different sections with four responses given to each question, out of which only one response is correct for the given question. Candidates shall mark the correct answer in answer sheet.

## SYLLABUS AND MODEL QUESTION PAPERS

### Section - A Analytical Ability : 75Q (75 Marks)

#### 1. Data Sufficiency : 20Q (20 Marks)

A question is given followed by data in the form of two statements labelled as I and II. If the data given in I alone is sufficient to answer the question then choice (1) is the correct answer. If the data given in II alone is sufficient to answer the question choice (2) is the correct answer. If both I and II put together are sufficient to answer the question but neither statement alone sufficient, then choice (3) is the correct answer. If both I and II put together are not sufficient to answer the question additional data is needed, then choice (4) is the correct answer.

#### Problem Solving 55 : Q (55 Marks)

##### a) Sequences and Series 25 : Q (25 Marks)

Analogies of numbers and alphabets, completion of blank spaces following the pattern in a:b :c:d relationship; odd thing out: missing number in a sequence or a series.

##### b) Data Analysis : 10 Q (10 Marks)

The data given in a Table, Graph, Bar diagram, Pie Chart, Venn Diagram or a passage is to be analysed and the questions pertaining to the data are to be answered.

#### Coding and Decoding Problems 10 : Q (10 Marks)

A code pattern of English Alphabet is given. A given word or a group of letters are to be coded or decoded based on the given code or codes.

#### Date, Time & Arrangement Problems : 10 Q (10 Marks)

Calendar problems, Clock Problems, blood relationships, arrivals, departures and schedules: seating arrangements, symbol notation interpretation.

### Section - B: Mathematical Ability : 75 Q (75 Marks)

#### I. Arithmetical Ability : 35 Q (35 Marks)

Laws of indices, ratio and proportion; surds; numbers and divisibility, 1.c.m. and g.c.d; Rational numbers;; Ordering; Percent Profit and loss; Partnerships, Pipes and cistems, time, distance and work problems, areas, and volumes, mensuration, Modular Arithmetical.

#### II. Algebraical and Geometrical Ability : 30 Q (30 Marks)

Statements, Truth tables, implication, converse and inverse, Tautologies-Sets, Relations and functions, applications, Equation line in different forms. Trigonometry - Trigonometric ratios, Trigonometric ratios of standard angles ( $0^\circ, 30^\circ, 45^\circ, 60^\circ, 90^\circ$ ) Trigonometric identities: simple problems on heights and distances Polynomials; Remainder theorem and consequences; equations and expressions; Progressions, Binomial Theorem, Matrices, Notion of a limit and derivative Plane geometry. Triangles, Quadrilaterals, Circles, Coordinate geometry-distance between points and

#### III. Statistical Ability : 10 Q (10 Marks)

Frequency distributions, Mean, Median, Mode, Standard Deviation, Correlation, Simple Problems on Probability

### Section-C : Communication Ability : 50 Q (50 Marks)

#### Objectives of the Test

Candidates will be assessed on their ability to

1. Identify vocabulary used in the day-to-day communication.
2. Understand the functional use of grammar in day-to-day communication as well as in the business contexts.
3. Identify the basic terminology and concepts in computer and business contexts (letters, reports, memoranda, agenda, minutes etc.)
4. Understand written text and drawing inferences.

Part 1 : Vocabulary 10Q (10M)

Part 2 : Business and computer terminology 10Q (10 M)

Part 3 : Functional Grammar

Part 4 : Reading Comprehension (3 Passages) 15Q (15 M)