

Not for sale



SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM

(FORM OF APPLICATION FOR REGISTRATION)

P.G. DIPLOMA IN MANAGEMENT EXAMINATION IN October 2020

Register Number

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

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

Mobile No.

email :

5. Particulars of qualifying Degree
examination already passed i.e.,
B.A., B.Com., B.Sc., etc.

Examination	Month & Year	Centre	Regd. No

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

Whole	Paper I	Paper II	Paper III	Paper IV	Paper V	Paper VI	Paper VII	Paper VIII
							Project	Viva

7. *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.

Month & Year	Regd. No.
Paper I	
Paper II	
Paper III	
Paper IV	
Paper V	
Paper VI	
Paper VII Project Report	
Paper VIII Viva-Voce	

8. Compulsory Xerox copies

- All marks statements already appeared
- Two self Addressed Covers
- 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.

9. Fees Particulars

Amount Rs :

Demand Draft No.

In words :

Date of payment :

Station :

Signature of the Candidate

Date :

**DIRECTOR
SCHOOL OF DISTANCE EDUCATION**

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)

Whole Examination	Rs. 2000/-
For one subject	Rs. 400/-
For two subjects	Rs. 800/-
For three subjects upto seven subjects	Rs. 1000/-
For seven subjects and above	Rs. 2000/-

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 :

Centre Code	Station	Examination Centres
1.	Srikakulam	Govt. College for Men
2.	Kakinada	AKNU MSN Campus, Thimmapuram, Kakinada
5.	Visakhapatnam	Andhra University Campus, Visakhapatnam
6.	Gajuwaka, Visakhapatnam	TSR & TBK Degree & P.G. College
9.	Vijayawada	Syed Appalaswamy College



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ANDHRA UNIVERSITY, VISAKHAPATNAM

Register Number

(For Office use Only)

P.G. DIPLOMA IN MANAGEMENT EXAMINATION IN OCTOBER 2020

HALL TICKET

This is to certify that _____

Son /daughter of _____ 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 VI
- Paper VII Project Report
- Paper VIII Viva-Voce

Visakhapatnam

Date :

DIRECTOR

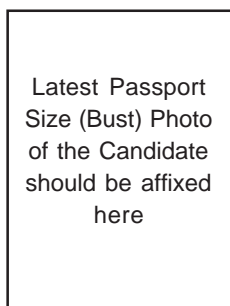
School of Distance Education

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 to following Identification Marks.



1.
2.

Station :

Date : _____
 Signature of the Attesting Officer
 not below the rank of 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 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 atleast 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 atleast 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 of 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.
(The use of stencils at the University Examination is not permitted except to the student answering paper in Mathematics. The use of Mathematical instruments, while answering papers in Mathematics, will be allowed. Such instruments will not be supplied by the University.)
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.
(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 applications are registered.)
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**

Register Number

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P.G. DIPLOMA IN MANAGEMENT EXAMINATION IN OCTOBER 2020

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P.G Diploma Examination to be held at _____

He / She desires to appear for the following papers :

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- Paper VI
- Paper VI
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- Paper VIII Viva-Voce

Visakhapatnam

Date :

DIRECTOR

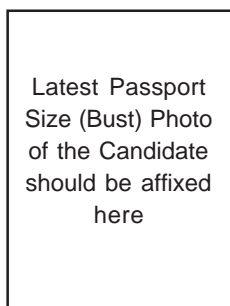
School of Distance Education

CERTIFICATE OF IDENTITY

Signature of the Candidate _____

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Date : _____
Signature of the Attesting Officer
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DIRECTOR
School of Distance Education

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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.
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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 of 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.
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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.
(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 applications are registered.)
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.
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15. Candidates are not allowed to carry mobile/cell phones into the examination hall.

(By Order)

DIRECTOR
School of Distance Education



ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION
VISAKHAPATNAM 530 003 : ANDHRA PRADESH
Phone: 0891-2550223, 2533522, Fax No.: 0891-2575752

Prof. P. HARI PRAKASH

Dt. 05-08-2020

DIRECTOR

SDE/E-III/Supdt./2020

Dear Student,

Please find enclosed herewith Examination Application Form of Diploma in Management of the School of Distance Education to be held in October, 2020. The last date for the payment of examination fee, date of commencement of examinations are given below :

Examination	Last date for payment of Fee & Submitting applications	Fee Rs.	Date of Commencement of Examinations
P.G. Diploma in Management	14-09-2020	2000.00	05-10-2020

However, applications will be accepted with a penal fee of Rs. 300/- from 15-09-2020 to 21-09-2020. Applications received after the due date i.e. 21-09-2020 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 :

Centre Code	Station	Examination Centres
1.	Srikakulam	Govt. College for Men
2.	Kakinada	AKNU MSN Campus, Thimmapuram, Kakinada
5.	Visakhapatnam	Andhra University Campus, Visakhapatnam
6.	Gajuwaka, Visakhapatnam	TSR & TBK Degree & P.G. College
9.	Vijayawada	Syed Appalaswamy College

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 (with in 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: 0891-2844142,2550223,2575745,9963474717 Fax No.0891-2575752

Website: www.andhrauniversity.edu.in/sde

P.G. DIPLOMA IN MANAGEMENT EXAMINATIONS, OCTOBER 2020**TIME-TABLE**

<i>Date & Day</i>		<i>Paper / Title / Subject</i>	<i>Time</i>
05-10-2020	Monday	Management Process and Behaviour	2 pm to 5 pm
06-10-2020	Tuesday	Quantitative Techniques for Managerial Decisions	2 pm to 5 pm
07-10-2020	Wednesday	Business Environment	2 pm to 5 pm
08-10-2020	Thursday	Accounting for Management	2 pm to 5 pm
09-10-2020	Friday	Managerial Economics	2 pm to 5 pm
12-10-2020	Monday	Managerial Communications	2 pm to 5 pm
13-10-2020	Tuesday	Viva-Voce at SDE, A.U., Visakhapatnam ONLY	9-00 a.m. onwards
Visakhapatnam Date: 05-08-2020			DIRECTOR