



**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**  
(Form of Application for Registration)  
(PREVIOUS / FINAL)

Register Number

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**P.G./ Degree Examination in ..... October, 2020**  
**Professional**  
(Specify the Subject)

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

1. **SDE CODE NUMBER** of the Candidate  
(Identity Card Code No.)

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2. Centre Code		Name of the Examination Centre	
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3. Full Name (including Surname)	(i) In English	
	(ii) In Mother Tongue	

4. Age and Date of Birth (In Christian Era)	
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5. Present Address with Pin Code, Phone Number and Mobile Number, if any. (Compulsory)	Cell No. / Phone No.

6. Optional Subject selected (✓) .....Degree Examination	<b>PREVIOUS</b>								
	Whole	Paper I	Paper I	Paper III	Paper IV	Paper V	Paper VI	Paper VII	Paper VIII

7. Examination for which the candidate is appearing : Previous/ Final Subject(s) (Mark(✓) for the Whole Examination or Subject(s) appearing now)	<b>FINAL</b>									
	Whole	Paper I	Paper I	Paper III	Paper IV	Paper V	Paper VI	Paper VII	Paper VIII	Viva Voce

8.* Particulars of Previous Pass/ if any  (i) All the candidates should furnish the Regd. Nos. with which they have appeared/Passed in Previous/Final Examinations with all xerox copies of Marks Memos.  (ii) Candidates appearing under improvement of class should furnish the Regd. Nos. of the papers in any particular appearance(s) and also enclose xerox copy of the Provisional Certificate.	Previous				Final			
	Subject	Month & Year	Centre	Reg. No.	Subject	Month & Year	Centre	Reg. No.
	Whole				Whole			
	Paper I				Paper I			
	Paper II				Paper II			
	Paper III				Paper III			
	Paper IV				Paper IV			
	Paper V				Paper V			
	Paper VI				Paper VI			
	Paper VII				Paper VII			
Paper VIII				Paper VIII				

9. Fees Particulars	Amount : Rs.	Demand Draft No. :
	In Words :	
	Name of the Bank :	Date of Payment :

10. **Important Notice:** Candidates who wish to write PG Examinations, have enclose the following, if not the examination application will be duly rejected.  
(a) Two Self Address Covers. (b) Xerox Copies of Previous Marklists. (c) ID Card Xerox Copy. (d) Xerox copy of PC should be enclosed for better students. (e) Xerox Copy of memorandum should be enclosed, if any changee took place in optional subjects. (f) Student who wish to change his / her examination centre should obtain prior permission from the concerned with proof and enclose a DD for Rs.500/-. (g) Candidates writing first time have to enlose xerox copy of Degree PC or OD.

Station :  
Date :

**Signature of the Candidate**



S.D.E. Code No. of the Candidate :

Register Number

(For Office use only)

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**

M.A./M.Com. Degree Examination in .....October, 2020

(Specify the Subject)

**HALL TICKET**

This is to certify that ..... Son/Daughter of  
..... is a candidate for the P.G./Professional Degree  
Examination to be held at ..... Centre.

He / She desires to appear for the following subjects :

Centre Code

Name of the Subjects Appearing

Name of the Subjects Appearing

**Previous :**

**Final :**

Whole

Whole

Paper I

Paper I

Paper II

Paper II

Paper III

Paper III

Paper IV

Paper IV

Paper V

Paper V

Paper VI

Paper VI

Paper VII

Paper VII

Paper VIII

Paper VIII

Optional / Special Subjects

Optional / Special Subjects

Visakhapatnam

**DIRECTOR**

Date :

School of Distance Education

- Note :**
1. The candidate should fill in the above columns except Register Number
  2. The candidate should strike off the paper or papers for which he/she is not appearing at the Examination.
  3. The candidates should necessarily fill-in the optional subject in his/her application which is chosen by him/her at the time of admission.

**CERTIFICATE OF IDENTITY**

Signature of the Candidate .....

This is to certify that ..... is Son/Daughter of  
.....and his/her signature is 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  
not below the rank of a Gazetted Officer

**Director**  
**School of Distance Education**

Date :

- Note :**
1. 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.
  2. The attesting Officer's signature should be right across the photos extending over the blank space also.

# SCHOOL OF DISTANCE EDUCATION, ANDHRA UNIVERSITY

## Instructions to the candidates appearing for Examinations

***Candidates for the University Examinations are required to observe the following instructions carefully.***

1. 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. Candidates should bring with them their Hall-tickets to the Examination Hall each day of the examination 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 registers number 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 a paper.
5. No Candidate will be allowed to leave the Examination Hall till the expiry of at least an hour and a half after a question paper has been given out, and no candidate who leaves the Hall during the period is 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 Executive Council for disciplinary action.
7. Candidates are not allowed the use of books of all kind (except as provided in rule 8). They are also prohibited from introducing into the Examination Hall any book or portion of a book, slate, blotting pad, cardboard, manuscript, typescript or paper of any description and for making use of any of these, whether introduced into the Hall by themselves or any one else from communicating with or copying from each other and from communicating with any person outside the Examination Hall. Any candidate detected in the violation of these rules will be summarily sent out of the Hall forthwith and his conduct will be reported to Director. Such a candidate stands the risk of having all answer papers for the examination for which he/she has appeared rejected by the Executive Council and of being debarred from sitting for the University Examination for such period as the Executive Council may decide. The use of stencils at the University examination is not permitted except to students answering paper in mathematics. The use of mathematical instruments, whilst answering papers in mathematics, will be allowed. Such instruments 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 in to 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' 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 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 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.
14. The School reserves the right to assign the candidates appearing for the University Examination to any Centre in case they do not specify the centres of their choice in the application form.
15. **Candidates must obtain their original copy of the Hall-Tickets from the Chief Superintendent of the respective centres, three days before the commencement of the Examination.**

(BY ORDER)

**Director**

S.D.E. Code No. of the Candidate :

Register Number

(For Office use only)

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**

**M.A./M.Com. Degree Examination in ..... October, 2020**

(Specify the Subject)

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Examination to be held at ..... Centre.

He / She desires to appear for the following subjects :

Centre Code

Name of the Subjects Appearing

Name of the Subjects Appearing

**Previous :**

**Final :**

Whole

Whole

Paper I

Paper I

Paper II

Paper II

Paper III

Paper III

Paper IV

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Paper V

Paper V

Paper VI

Paper VI

Paper VII

Paper VII

Paper VIII

Paper VIII

Optional / Special Subjects

Optional / Special Subjects

Visakhapatnam

**DIRECTOR**

Date :

School of Distance Education

- Note :**
1. The candidate should fill in the above columns except Register Number
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**CERTIFICATE OF IDENTITY**

Signature of the Candidate .....

This is to certify that ..... is Son/Daughter of  
.....and his/her signature is 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. ....

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Station :

Signature of the Attesting Officer  
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**School of Distance Education**

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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 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.
14. The School reserves the right to assign the candidates appearing for the University Examination to any Centre in case they do not specify the centres of their choice in the application form.
15. **Candidates must obtain their original copy of the Hall-Tickets from the Chief Superintendent of the respective centres, three days before the commencement of the Examination.**

(BY ORDER)

Director

## INSTRUCTIONS TO THE CANDIDATES

Candidates for the University Examinations are required to observe the following Instructions carefully :

1. Applications for admission of Examination must be forwarded so as to reach the Director, School of Distance Education not later than the notified date immediately preceding the examinations and must be accompanied by a receipt for the fee paid.
2. The fee prescribed for the examination including fee prescribed for marks and stationery are as follows :

<b>PREVIOUS</b>		<b>FINAL</b>	
Last Date for Payment of Fee & Submission of Application <b>14-09-2020</b>		Last Date for Payment of Fee & Submission of Application <b>14-09-2020</b>	
Whole Examination Fee	Rs. 1,000/-	Whole Examination Fee	Rs. 1,000/-
For One Subject	Rs. 400/-	For One Subject	Rs. 400/-
For Two Subjects	Rs. 800/-	For Two Subjects	Rs. 800/-
For Three or more Subjects	Rs. 1,000/-	For Three or more Subjects	Rs. 1,000/-
For Seven above Subjects	Rs. 2,000/-	For Seven above Subjects	Rs. 2,000/-

However, applications will be accepted with a penal fee of Rs. 300/- from **15-09-2020 to 21-09-2020**

3. **Improvement** Provision for all the PG Courses is allowed within a period of three years from the year of passing the respective PG degree examination are eligible to take whole examination either Previous or Final under this provision.
4. **Paper-wise Improvement** is also allowed only for one chance, i.e. immediately after passing the respective PG Degree examination are eligible to avail Paper-wise provision.
5. An amount of **Rs. 1,000/-** is to be paid towards Improvement fee per year besides the usual examination fee.
6. N.B : Candidates should read instructions before filling up Application.
  - (i) **Candidates should enclose two self-addressed covers (11"x5")**
  - (ii) **The candidates have to enclose the xerox copy of the Identity card SDE, AU.**
  - (iii) **The Candidate should furnish the Previous Pass Particulars, if any, along with Xerox copies of previous appearance Marks Statements, otherwise his/her application will summarily be rejected. This column need not be filled in the case of Candidates appearing for the first time.**
  - (iv) **Betterment candidates should submit Xerox copies of Previous/Final year Marks and provisional certificates.**
  - (vi) 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 for knowing that their applications have reached the Office.
7. All the P.G. Degree Examinations will be held at the following Centres :
- \*8. **Change of Examination centre will be allowed on payment of Rs. 500/- prior permission from the SDE examination authorities and a requisition from the candidate with valid reason with documentary evidence without prejudice to the University.**

<b>Centre Code</b>	<b>Name of the Examination Centre</b>
01	Govt. College for Men, Srikakulam
28	Govt. Degree College, Tekkali
03	M.R. (A) College, Vizianagaram
04	R.S.R.K.R.R. College, Bobbili
31	Vagdevi Degree College, Kothavalasa
27	S.L.G. Degree College, Dharmapuri, Vizianagaram
30	Pragathi Degree College, Kothavalasa
05	A.U. Campus, Visakhapatnam
06	T.S.R. & T.B.K. College, Gajuwaka, Visakhapatnam
23	Central Prison, Visakhapatnam (For Prisoners only)
37	Sri Sai Sidhartha Degree College, Gajapathinagaram

<b>Centre Code</b>	<b>Name of the Examination Centre</b>
07	Govt. Degree College, Rajahmundry
08	V.T. College, Rajahmundry
36	AKNU MSN Campus, Kakinada
12	S.K.B.R. College, Amalapuram
35	Gayatri Degree College, Payakarao Peta
11	D.N.R. College, Bhimavaram
13	Y.N.M. College, Narsapur
14	Sir C.R. Reddy College, (P.G. Campus) Eluru
15	Syed Appalaswami Deg. College, Vijayawada
17	A.C. College, Guntur
18	C.S.R. Sarma College, Ongole
38	New Modern Degree College, T.P. Gudem
39	Suguna Degree College, Kalidindi, WG Dist.

**Note :** The examination centre for the courses, viz. M.Sc. Botany, M.Sc. Zoology, M.Sc. Physics, M.Sc. Chemistry, MHRM, LL.M., MJMC is at **Andhra University, Visakhapatnam only**

**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 not be refunded under any circumstances or accepted for a subsequent examination.
3. All the students who are on the rolls of the School of Distance Education at present are required to take this examination.
4. All the students of previous batches of School of Distance Education who have yet to pass in certain subjects are also required to take this examination. Such of those candidates can have the examination application forms either from the Office of the School of Distance Education or can **download from our website [andhrauniversity.edu.in/sde.html](http://andhrauniversity.edu.in/sde.html)** Further details contact phone **No. 0891-2844164 Mob. : 7702257813**
5. The examination fee includes cost of provisional certificate. Hence, the final year students need not apply separately for provisional certificate, but they have to clear their dues to the SDE, if any before the requisition for provisional certificate.
6. The candidates who appeared for any exams (I & II) year previously have to enclose Xerox copies and Marks statements compulsory.
7. Revaluation : Candidate intended to apply for revaluation in particular paper or whole subjects, should apply within one month from the date of result prescribed on the marks list on payment of Rs. 750/- per each paper.
8. Candidates will be Supplied 32 pages of Answer Sheets booklet in the examination hall. They will not be Supplied any other examination additional Answer Sheets.

అభ్యర్థులకు 32 పేజీల జవాబు పత్రములు పరీక్ష హాలులో అందజేయడము జరుగును. వీరికి మరి ఏ విధమైన అదనపు జవాబు పత్రములు ఇవ్వబడవు.

9. **The candidates admitted in the year 2011-12 and onwards have to submit the assignments to the Director, School of Distance Education on or before 14-09-2020 for the maximum marks as per the regulation.**

**PAYMENT OF EXAMINATION FEE :**

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 Exam 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. **S.B.I Challans. MO's and Postal Orders will not be accepted.**

**SUBMISSION OF THE EXAMINATION APPLICATION FORMS :**

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. 50/- besides the fee prescribed directly to the Director, School of Distance Education, Andhra University, Visakhapatnam, after complying with the objection raised.

(By Order)

**Prof. P. HARI PRAKASH  
DIRECTOR**























