

I.D.Card Code No.   
(Enclose ID Xerox Copy)

Register Number

# B.Com.

## SCHOOL OF DISTANCE EDUCATION ANDHRA UNIVERSITY

### B.Com. DEGREE EXAMINATION (CCS) (Rev.)

(FORM OF APPLICATION FOR REGISTRATION)

**ELIGIBILITY AS PER REGULATIONS.**

**At the end of First/Second/Third Year - April/May., 2008**

Candidates are requested to go through the Instructions before filling the Application Centre No.

Attested Latest Passport size Photo of the Candidate should be pasted here

Sl. NO.:

1. Examinatin centre

2. Nameof the Candidate (Capital Letters) NAME  SURNAME   
In English

3. For which year/Years Examination the candidate is ap-paring (See Instructions) Item- 2  4. Language Selected under Part - I (ii) (See Instructions)  5. Elective Subject under Part - II (See Instructions)  Male  Female

6. Address to which all Communications should be sent (Phone No. & Mobile No. ) :  Medium  English  Telugu

7. Date of Birth in Christian Era 

Date	Month	Year	In words
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Subjects appearing : Put (✓) marking appropriate box (విద్యార్థి ఏ యే పరీక్షలు వ్రాయదలచుకున్నది బాక్సులో తప్పక Tick చేయవలెను.)

FIRST YEAR	Part - I			Part - II			
	English	Language	I.H.C	Business Economics	Financial Acc- I	Industrial Organisation & Management	Quantitative Tehniques-1
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECOND YEAR	Part - I			Part - II				
	English	Language	S & C	Environmental Studies	Banking&Fin. System	Financial Acc-II	Quantitative Techniques-II	FUNDAMENTALS OF COMPUTERS Theory Practicals
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THIRD YEAR	Business Laws	Income Tax and practical auditing	Cost and Management Accounting	Business Correspondence & report writing	Business data processing systems Theory Practicals		Financial Acc - III	Advanced Management A/c - II	ELECTIVE (For CCS Candidates only) Income tax other Taxes Central Bkg. & Dev. Bkg. and Rural Financial Institutions	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Class obtained under Part I : Reg. No.  Month & Year

10. Last Apperance Particulars : Reg. No.  Month & Year  Centre

11. Date of passing PUC/HSC/Inter Entrance Examinaton Reg. No.  Month & Year  University  Board from which passed

12. Particulars fee paid : 

DD/Challan No.	Name & place of Bank
Amount in Rs.	in Words :
Date of Payment	

Note :

- The Students who were admitted during 2006-07 academic year and after wards shall write "Envirmental Studies", under part II of Second year
- Three Self Addressed Covers should be enclosed to this application.

స్వంత చిరునామా వ్రాసిన 3 కవర్లను జత చేయవలెను.

Particulars of subjects passed with Regd. Nos.

(The Candidate should enclose Xerox copies of marks memos of all previous appearances)

FIRST YEAR	English	Language	I.H.C	Business Economics	Financial Acc- I	Industrial Organisation & Management	Quantitative Tehniques-1
	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year
Reg. No.							

SECOND YEAR	English	Language	S & C	Environmental Studies	Banking & Fin. System	Financial Acc- II	Quantitative Techniques- II	FUNDAMENTALS OF COMPUTERS	
	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Theory	Practicals
Reg. No.									

THIRD YEAR	Business Laws	Income Tax and practical auditing	Cost and Management Accounting	Business Correspondence & report writing	Business data processing systems		Financial Acc - III	Advanced Management A/c - II	ELECTIVE (For CCS Candidates only)	
	Month & Year	Month & Year	Month & Year	Month & Year	Theory	Practicals	Month & Year	Month & Year	Income tax other Taxes	Central Bkg. & Dev. Bkg. and Rural Financial Institutions
Reg. No.										

Station :

Date :

SIGNATURE OF THE CANDIDATE

Note : The CCS Batch candidates who have back log subjects in I, II and III year have to take examination under Revised Common Core syllabus according to the equivalence noted below :

CCS (Old)	CCS (Revised)
<b>I Year</b>	
<ol style="list-style-type: none"> <li>Business Economics</li> <li>Accountancy - I</li> <li>Industrial Organisation and Management</li> </ol>	<ol style="list-style-type: none"> <li>Business Economics</li> <li>Financial Accounting - I</li> <li>Industrial Organisation and Management</li> </ol>
<b>II Year</b>	
<ol style="list-style-type: none"> <li>Banking Theory and Practice</li> <li>Accountancy - II</li> <li>Business Statistics</li> </ol>	<ol style="list-style-type: none"> <li>Environmental Studies (w.e.f. 2006-07 Admitted Batch)</li> <li>Banking Financial Systems</li> <li>Financial Accounting - II</li> <li>Quantitative Techniques - II</li> </ol>
<b>III Year</b>	
<ol style="list-style-type: none"> <li>Mercantile and Industrial Law</li> <li>Accountancy - III</li> <li>Auditing</li> <li>Cost Accounting</li> <li>Electives :               <ol style="list-style-type: none"> <li>Income Tax and Management Accountancy</li> <li>Personnel Management and Industrial Relations</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>Business Laws</li> <li>Financial Accounting - III</li> <li>Income Tax and Practical Auditing</li> <li>Cost &amp; Management Accounting</li> </ol>

STUDENT (IDENTITY CARD) CODE NUMBER .....

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY  
B.Com. DEGREE EXAMINATION (CCS) (REV.) April/May.,2008  
HALL - TICKET**

Register Number

This is to certify that ..... son/daughter of  
..... is a candidate for the B.Com. Degree Examination  
at the end of First/second/Third Year to be held at .....  
Centre. He/She desires to appear for the following subjects :

<b>First Year</b>	<b>Part I (Language)</b>	<b>Part II Main Subjects (Group)</b>	
(i)	English (Paper I)	1. Business Economics	3. I.O.M.
(ii)	..... (Second Language Paper I)	2. Fin. Acc. I	4. Quantitative Techniques I
(iii)	Indian Heritage and Culture		
<b>Second Year</b>			
(i)	English (Paper II)	1. Environmental Studies	4. Quantitative Techniques II
(ii)	..... (Second Language Paper II)	2. Banking & Fin. Sys.	5. Fundamentals of Computer theory
(iii)	Science and Civilization	3. Fin. Acc. II	
<b>Third Year</b>			
		1. Business laws	4. B.C.R.W
		2. I.T.P.A.	5. B.D.P.S. Theory
		3. Cost & Magt. Acctg.	6. Fin. Acc. III
			7. A.M.A.II

**For C.C.S. Candidates only : Electives** 1. (i) Income Tax and (ii) Other Taxes  
2. (i) Central Banking & Devpt. Banking and (ii) Rural financial Institutions.

- Note :
1. The candidates should fill in the above columns except Register Number
  2. The candidate should strike off the subject or subjects for which he is not appearing at the examination
  3. Candidates of B.Com. (CCS) have to choose one among the 1 and 2 optional papers
  4. The Students who were admitted during 2006-07 academic year and after wards shall write "Environmental Studies" under part II of Second year

Visakhapatnam  
Date

**DIRECTOR**  
School of Distance Education

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STUDENT (IDENTITY CARD) CODE NUMBER .....

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY  
B.Com. DEGREE EXAMINATION (CCS) (REV.) April/May.,2008  
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(iii)	Indian Heritage and Culture		
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(i)	English (Paper II)	1. Environmental Studies	4. Quantitative Techniques II
(ii)	..... (Second Language Paper II)	2. Banking & Fin. Sys.	5. Fundamentals of Computer theory
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<b>Third Year</b>			
		1. Business laws	4. B.C.R.W
		2. I.T.P.A.	5. B.D.P.S. Theory
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Visakhapatnam  
Date

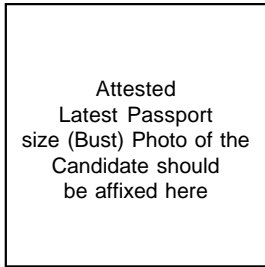
**DIRECTOR**  
School of Distance Education

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## 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:



- 1.
- 2.

Station :

Date :

Office Seal :

Signature of the Attesting Officer  
not below the rank of Gazetted Officer

**DIRECTOR**  
School of Distance Education

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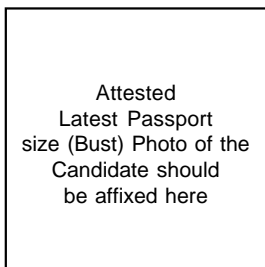
**Note :** The Photos should be affixed and attested by the attesting Officer both in the application form and Certificate of Identity in both original and duplicate. The attesting Officer's signature should be right across the photos extending over the blank space also.

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Station :

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**DIRECTOR**  
School of Distance Education

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## FEE PARTICULARS AND INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

### Fee Particulars :

EXAMINATION FEE :	I Year	II Year	III Year
Whole Examination	<b>500- 00</b>	<b>500-00</b>	<b>500-00</b>

FOR COMPARTMENTAL CANDIDATE : For each subject Rs. **200/-** I, II & III Years. Specialisation under III year : Each subject Rs. **400/-** for I.T. OT; CBDB & RFI (Not exceeding Rs. **500/-** per each year)

Betterment Fees :	Betterment fees + Examination fees	Total
(For Betterment Candidates only)	Rs. <b>500/- + 500/-</b>	Rs. <b>1000/-</b>

### Notes :

#### 1. Remittance of Examination fee :

All the remittance to the School of Distance Education should be made through a crossed Demand Draft Drawn in favour of **The Registrar, Andhra University, Visakhapatnam**, payable at Syndicate Bank, School of Distance Education, Andhra University, Visakhapatnam - 530 003. or any Nationalized Bank in favour of the **Registrar, Andhra University, Visakhapatnam** or paying cash directly at the Syndicate Bank in the premises of School of Distance Education, Andhra University, Visakhapatnam between **10 a.m. to 4 p.m.** on all working days and **10 a.m. to 1 p.m.** on all Saturdays. The name of the candidate and complete code number are also to be noted on the back side of the Demand Draft. **S.B.I . Bank Challans, Cheques Money orders and Postal Orders will not be accepted**

- No candidate shall pay at a time more than the fee prescribed for the whole Examination of that year what ever may be the number of subjects in which he/she appears.
- The candidates appearing for the first time have to apply for the whole examination irrespective of their appearances for part or parts, subject in which he appears.
- The fee once paid will in no circumstance, be returned or held over for a Subsequent Examination.**
- Candidates should remit the fee and post the application with the fee receipts to The Director, School of Distance Education, Andhra University Visakhapatnam**, so as to be received on or before the dates notified. In case the last date for the payment of fee happens to be a Government Holiday, the fee can be paid on the next working day.
- Candidates are requested to give such a complete address as would ensure any communication by post reaching them without delay.
- A Candidate appearing for the examination a second or subsequent time, having failed previously, should select the same centre in which he/she appeared. Prior permission of the School should be obtained to appear at a different centre for exceptional reasons.
- Candidates have to enclose **3 self-addressed covers** without stamps for sending the Marks Statements, etc.
- Candidates must obtain their Hall-Tickets from the Chief Superintendent of the respective centres, three days before the commencement of the Examination.**
- All the entries in the application form except registered number should be filled by the candidates in their own handwriting. Applications with incomplete and incorrect entries are liable to be rejected.
- The candidates who applied for revaluation need not wait for the revaluation results and have to appear for the examination as per the eligibility.

### Special Notes :

- S.D.E. Challan : Challan should be paid in the Extension Counter of Syndicate Bank in the School of Distance Education Premises only or in the Cash Counter of the School of Distance Education
- Self Addressed Covers : The Candidates should enclose **Three Self-Addressed unstamped covers** (9" x 5" size).
- Applications rejected by the Office for want of proper information as per the proforma will be accepted if resubmitted with full information on payment of penal fee of Rs. 100/- besides the prescribed fees
- Following are the subject papers for which syllabus changes are effective from the Examinations of **April, 2005** :

II Year : General English

Regarding change of Syllabus and model question papers, please contact the School of Distance Education, Andhra University, Visakhapatnam or any of our Study Centres located in Andhra Pradesh and at New Delhi.

**II. INSTRUCTIONS FOR FILLING UP EXAMINATION APPLICATION FORM :**

Centre Code No.	Name of the Examn. Centre	Centre Code No	Name of the Examn. Centre	Centre Code No.	Name of the Examn. Centre
01	Amalapuram (S.K.B.R. College)	25	Salur (Prof. G. Sundhara Reddy. Degree College)	52	Narsipatnam (Govt. Degree College)
02	Anakapalli (A.M.A.L. College)	26	Srikakulam (Govt Degree College)	53	Tuni (Govt. Degree College)
03	Bhimavaram (D.N.R. College)	28	Tadepalligudem (D.R.G. Govt. College)	54.	Gajapathi Nagaram (Sri Sai Siddhardha Degree College)
04	Bobbili (Rajah RSRKRR College)	29	Tanuku (SCIM Govt. Degree College)	55	Gajuwaka, Visakhapatnam (MVR Degree College)
05	Chirala (VRS & YRN College)	30	Tekkali (Govt. College)	59	Srikakulam (Chaitanya ES Degree College)
06	Eluru (Sir C.R.R. College)	31	Tenali (VSR & NVR College)	60	Gajuwaka, Visakhapatnam (TSR & TBR Degree College)
07	Guntur (A.C. College)	32	Visakhapatnam (Mrs. A.V.N. College)	63	Visakhapatnam (Vidhyardhi Degree College) (For women only)
08	Guntur (J.K.C. College)	33	Visakhapatnam (B.V.K.College)	64.	Visakhapatnam (Sri Kanakamahalakshim Arts&Science Degree College, Tatichetlapalem, Near NH5) (For Women only)
09	Jaggayyapeta (S.G.S College)	35	Visakhapatnam (Dr. V.S.K. College)	66	Paderu (Govt. Degree College)
10	Hyderabad (R.G. Kedia College of Commerce, Opp. Chadarghat, New Bridge))	37	Visakhapatnam (Mist Degree College)	67	Rajam (Sri GCSR Degree College)
11	Kakinada (P.R. Govt. College)	40	Vijayawada (Satavahana Degree College)	68	Baruva (Govt.Degree College)
12	Kakinada (Ideal Degree College)	42	Vizianagaram (M.R. College) (For men candidates only)	69	Kakinada (Chaitanya Degree College)
14	Kurnool (Silver Jubilee College)	43	Visakhapatnam (Centre Prison) (For Prisoners only)	71	Nallajerla (AKRG Degree & P.G. Coll ege, W.G. Dist.)
15	Machilipatnam (Nobel College)	44	Nellore (Sri Sarvodaya College)	72.	Devarapalli (W.G. Dist.) BHSR & VLM Degree College
17	Narasannapeta (Govt. Degree College)	45	Rajahmundry (Centre Jail) (For Prisoners only)	73.	Pragathi Degree College Kothavalasa
18	Narasapur (Y.N.M. College)	46	Rajahmundry (V.T. College)	74.	Rampachodavram (Govt. Degree College)
19	Narasaraopeta (S.S.N. College)	48	Penugonda (S.V.K.P. & Dr. K.S. Raju Arts and Science College)		
20	New Delhi (S.V. Collge)	49	Rajahmundry (Rajiv Gandhi Degree College) (Luthergiri)		
21	Ongole (C.S.R. Sarma College)	51	Vizianagaram (M.R. College for Women) (For women Candidates only)		
23	Rajahmundry (Govt. Degree College)				
24	Ramachandrapuram (V.S.M. College)				

**2. For which (Year/Years) Examination the Candidate is appearing (Item 3 of the Application)**

Year/Years	Code	Year/Years	Code
First, Second and Third Year	1	Second and Third Year	2
First and Third Year	3	Third Year	4
First and Second Year	5	Second	6
First Year	7		

### 3. Languages selected under Part I (Item 4 of the Application)

Language	Code	Language	Code	Language	Code
Sanskrit	01	Telugu	02	Hindi	03
Urdu	04	Oriya	05	Tamil	06
Kannada	07	Malayalam	08	Bengali	09
Russian	10	French	11	German	12

### 4. Elective subject under Part II (Item 5 of the Application) for CCS candidates (backlog candidates only)

Elective Subject : 1. Income Tax & other Taxes or 2. Central Banking & Dev. Banking and Rural Financial Institutions

#### Special Notes :

1. The Candidates who apply for revaluation need not wait for the revaluated results and have to appear for the examination as per the eligibility for the Examination.

- \* గుర్తింపు కార్డులో మీకు ఇచ్చిన అడ్మిషన్ కోడ్ నెంబరు పూర్తిగా రాయాలి. అలా వ్రాయకపోతే పరీక్ష అప్లికేషన్ తిరస్కరించబడుతుంది.
- \* పరీక్ష అప్లికేషన్ ఫారమ్లో ఇవ్వబడిన ప్రతి కాలమ్ నింపాలి. అలా నింపని అప్లికేషన్ తిరస్కరించబడుతుంది.
- \* పూర్తి పేరు, ఇంటిపేరు పెద్ద అక్షరాల్లో విడివిడిగా రాయాలి.
- \* పరీక్షా కేంద్ర (కాలేజీ) కోడ్ నెంబరు విధిగా రాయాలి.
- \* పుట్టిన తేదీని స్పష్టంగా **SSC (10వ తరగతి)** సర్టిఫికేట్లో ఉన్న విధంగా లేక అడ్మిషన్ అప్లికేషన్ నమోదు చేసిన విధంగా ఎలా ఉంటే అలా రాయాలి. (అభ్యర్థులు తమ పుట్టిన తేదీని ఒక డైరీలో రాసి కోర్సు పూర్తి అయ్యేవరకు తమ దగ్గర ఉంచుకోవాలి.)
- \* ఫీజులు చెల్లించే బ్యాంక్ డిమాండ్ డ్రాఫ్టు వెనుక అభ్యర్థి పేరు, అడ్మిషన్ కోడ్ నెంబరు, ఫీజు ఏ కారణం కొరకు చెల్లించినది విధిగా రాయాలి.
- \* ఇంగ్లీష్ మొదటి భాష, ఇది తప్పనిసరిగా, రెండవ భాషగా (ఉదా: తెలుగు, హిందీ...) ఎంచుకొన్న దానిని అందుకొరకు ఇచ్చిన కాలమ్లో విధిగా రాయాలి. గ్రూప్ పేపర్లు ఏ భాషలో రాస్తారో కూడా విధిగా వివరించాలి.
- \* మీరు రాసే సబ్జెక్టు వివరములు (✓) గుర్తు ద్వారా తెలియజేయగలరు.
- \* పరీక్ష అప్లికేషన్తో ప్రధాన, నకలు హాలు టికెట్లు జతపరచబడి ఉంటాయి. ఈ హాలు టికెట్లలో అడ్మిషన్ కోడ్ నెంబరు, అభ్యర్థి రాసే ప్రతి పేపరు (✓) గుర్తుద్వారా తెలియజేయాలి.
- \* మీరు మొదటి సంవత్సరం ఏ పరీక్షా కేంద్రం (కాలేజీ) లో రాస్తారో అదే కేంద్రంలో మిగిలిన అన్ని పరీక్షలు కోర్సు పూర్తి అయ్యేవరకు రాయవలసి ఉంటుంది.
- \* మీరు పరీక్ష అప్లికేషన్ పంపేటప్పుడు, అంతకు ముందు రాసిన పరీక్షల రిజిస్టర్ నెంబర్లు నెల/సంవత్సరములలో అందుకు ఉద్దేశించిన కాలమ్స్లో విధిగా రాయాలి. అలా రాయని అప్లికేషన్లు తిరస్కరించబడతాయి.
- \* **మీ మార్కుల జాబితా ట్రూ కాపీలు పాస్/ఫెయిల్ యినవే కాక ఆబ్సెంట్ అయినవి కలిపి అప్లికేషన్కు తప్పనిసరిగా జతపరచవలెను.**
- \* మీరు ఇప్పుడు రాస్తున్న పరీక్షకు అంతకు ముందు రాసిన పరీక్షకు మధ్య ఒక సంవత్సరానికి మించి జాప్యం జరిగితే అందుకు గల కారణాన్ని వివరిస్తూ ఒక పూచీకత్తు (Undertaking) ఇవ్వాలి.
- \* మీ పరీక్ష అప్లికేషన్కు ఇతర పత్రాలు క్రింది ఇవ్వబడిన వరుస క్రమంలో రెండు, మూడు పేజీలు మధ్యలో జతపరచాలి.
  1. బ్యాంకు డిమాండ్ డ్రాఫ్టు లేదా దూరవిద్యా కేంద్ర ఆవరణలోని సిండికేట్ బ్యాంకులో చెల్లించిన చలానా.
  2. గతంలో రాసిన పరీక్షల మార్కుల జాబితాల ట్రూ కాపీలు.
  3. మీరు రాసిన ఉత్తరం లేదా పూచీకత్తు.
- 4. Identity card Xerox copy
- \* పరీక్ష అప్లికేషన్ పంపేముందు దూరవిద్యా కేంద్రానికి చెల్లించవలసిన ఫీజులు అన్నీ చెల్లించబడి ఉండాలి.
- \* విద్యార్థులకు ప్రత్యేక సూచన : మీరు దూరవిద్యా కేంద్రానికి చెల్లించిన ఫీజుల మొత్తం, అవి చెల్లించిన తేదీలు, డిమాండ్ డ్రాఫ్టులు తీసుకున్న తేదీలు, మరియు వాటి నెంబర్లు, ఫీజు చెల్లించిన కారణాలు అన్నీ ఒక డైరీలో రాసుకొని ఉంచవలెను.

పై విషయాలన్నీ విద్యార్థులు కడు జాగ్రత్తగా చదివి అవగాహన చేసుకొని అప్లికేషన్ జాగ్రత్తగా నింపాలి.

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**  
**Instructions to the candidates Appearing for Examinations.**

Candidates for University Examinations are required to observe, the following Instructions very carefully;

1. Silence should be maintained in the Examination Hall.
2. Candidate 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 to the Examination hall each day of the Examination their Hall-tickets for inspection by 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 Number 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 Candidates will be allowed to leave the examination room till the expiry of at least an hour and a half after a question paper has been given out, and no candidates 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 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 be Board of Management for the disciplinary action.
7. Candidates are not allowed to use of books of all kind (Expected as provided in rule 8). They are also prohibited from introducing into the examination room any material printed or authorised except the hallticket 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 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 student answering paper in Mathematics. The use of mathematical instrument, while answering paper in mathematics will be allowed. Such instrument 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 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. 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' underline. 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 answer 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 as sub-magistrate in Andhra Pradesh.

(By Order)

**DIRECTOR**



**Prof. P. HRUSHIKESAVA RAO**

Director.

Date : 25 - 01 - 2008

**SDE/Exams. - II / Supdt / April/May, 2008****Dear Student,**

The School of Distance Education (SDE) conducts year and examinations for I/II/III/ year B.A/B.Com B.Sc., Degree course of the academic year batch exams from **18 - 4 - 2008** onwards.

The Students of SDE who have enrolled for this Academic Year Batch are required to submit the prescribed application form, which is enclosed here with, along with the prescribed examination fee and other relevant enclosures. The details of schedule are as follows.

<b>Examination</b>	<b>Last Date for payment of Fee&amp;receipt of filled in application (with out fine)</b>	<b>Fee</b>	<b>Date of Commencement of Examinations</b>
III Year B.A/B.Com.	19 - 3 - 2008	<b>500/-</b>	18 - 04 - 2008
III Year B.Sc.		<b>600/-</b>	18 - 04 - 2008
II Year B.A/B.Com./B.Sc		<b>500/-</b>	28 - 04 - 2008
I Year B.A./B.Com./B.Sc		<b>500/-</b>	09 - 05 - 2008

However, applications will also be recieved with fine as detailed below

- 1) **Rs. 300/- upto 26-3-2008**
- 2) **Rs. 500/- upto 2-4-2008**

**The applications received in this office after 2 - 4 - 2008 even with above fine will not be accepted.**

**NOTE :**

1. 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 under no circumstances be returned or held over for a subsequent examination.

**PAYMENT OF EXAMINATION FEE:**

The candidates have to pay the examination fee through a crossed Demand Draft drawn in favour of the Register, Andhra University, Visakhapatnam payable at Syndicate Bank, S.D.E Branch, A.U. Visakhapatnam 530 003 or any Nationalised Bank or by paying cash directly at the Syndicate Bank in the premises of School of Distance Education, Andhra University, Visakhapatnam from **10.00 a.m. to 4.00p.m.** on all working week days and from **11.00 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 reverse side of Demand Draft. The date of issue of Demand Draft for this purpose should be after the date of issue of this notification.

**SUBMISSION OF THE EXAMINATION APPLICATION FORM :**

**The Candidate has to send the duly filed in application Form with Demand Draft/SDE Challan 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-in. The candidate should note that the Application Form contains the Hall Tickets in duplicate also. The signature of the candidate is necessary both on the Hall Tickets 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 re-submit the same long with the penal fee of Rs. 100/- directly to the Director, School of Distance Education, Andhra University, Visakhapatnam after complying with the objection raised, at least five days before the commencement of the examinations.

**\*\* SPOT RECEIPT CENTRES :**

The duly filled-in Examination Application Forms 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 :

(పూర్తి చేసిన పరీక్షా దరఖాస్తు పత్రములు ఈ క్రింది పేర్కొన్న స్టడీ సెంటర్లలో కూడా ఆయా నిర్ణీత తేదీలలో ఉదయం 10-00 గంటల నుండి సాయంత్రం 5-00 గంటల వరకు స్వీకరించబడును)

1. **10<sup>th</sup> & 11<sup>th</sup> March 2008** : RG Kedia College of Commerce, Hyderabad, Govt. Degree College, Narasipatnam, Sri Sarvodaya College, Nellore, M.R. College for Men, Vizianagram.
2. **12<sup>th</sup> & 13<sup>th</sup> March, 2008**: Govt. College for Men Srikakulam, PR Govt. College, Kakinada, D.N.R. College, Bhimavaram, A.C. College, Guntur.
3. **13<sup>th</sup> & 14<sup>th</sup> March, 2008** : Govt. College, Rajahmundry, Sri CRR College, Eluru, CSR Sarma College, Ongole, Prabhas Degree College, Vijayawada.
4. **17<sup>th</sup>, 18<sup>th</sup> & 19<sup>th</sup>, March, 2008** : School of Distance Education, Visakhapatnam.

**PARTICULARS OF PREVIOUS PASS/APPEARANCE :**

If the candidate has already appeared in any part / Subject (s) the year of passing, the Registered 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.

**HALL TICKET :**

**The candidate has to collect the Original Hall Ticket together with a copy of timetable from the Chief Superintendent of the Examination centre which he/he has chosen, three days before commencement of the respective examination. No further intimation will be sent to the candidates in this regard.**

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, with fine as prescribed.

With best Wishes,

Yours Sincerely  
**Prof. P. Hrushikesava Rao**  
Director

Encl. : Examination Application & Time-Table

**Note :**

1. A Xerox copy of candidate's Identity Card should be enclosed to the Examination application.
2. The students of earlier year batches can also take their examination of the subject / papers in which they could not pass earlier. However, they are advised to obtain examination application either from the school or from any study centre of School of Distance Education.
3. The candidates have to enclose three un-stamped self-addressed envelopes (9" x 5" size).  
ప్రతి విద్యార్థి పోస్టులు స్టాంపులు లేని స్వంత చిరునామా గల మూడు కవరులు (9" x 5" size) తప్పనిసరిగా జతపరచాలి.
4. The candidates have to note their name and code number compulsorily on the reverse side of the Demand Draft if payment of the examination fee is made through Demand Draft.  
పరీక్ష రుసుం డిమాండ్ డ్రాఫ్ట్ రూపంలో చెల్లించిన యెడల అట్టి డిమాండ్ డ్రాఫ్ట్ వెనుక తమపేరు, కోడ్ నంబరు తప్పని సరిగా వ్రాయవలెను.
5. Candidates who appeared for any examination (I/II/III Year) previously have to enclose Xerox Copies of Marks Statements.  
డిగ్రీ ఏ సంవత్సరంలో వైనా I,II,III Year పరీక్షకు హాజరైన విద్యార్థులు తమ ముందు పరీక్షలకు సబందించిన అన్ని మార్కుల మెమోలు జెరాక్సు కాపీలను తప్పనిసరిగా జతపర్చవలెను.
6. Candidates who applied for Revaluation need not wait for the Revaluation results and have to appear for the examination, as per eligibility.
7. If sufficient candidates are not registered at a particular centre or for any other reasons the school reserves the right to cancel the centre and shall allot the candidates to nearby centre.

# SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, Visakhapatnam - 530 003

## TIME - TABLE

B.Com. Degree Examination (**Common Core Scheme**)  
Revised Syllabus - **April / May - 2008**

<b>Days &amp; Hours</b>	<b>Subjects</b>	<b>Marks</b>
<b><u>AT THE END OF THIRD YEAR</u></b>		
<b>Part - II</b>		
18- 04 - 2008 Friday 2 p.m. to 5 p.m.	Business Laws	100
19- 04 - 2008 Saturday 2 p.m. to 5 p.m.	Income Tax and Practical Auditing	100
21- 04 - 2008 Monday 2 p.m. to 5 p.m.	Cost & Management Accounting	100
22 - 04 - 2008 Tuesday 2 p.m. to 5 p.m.	Business Correspondence & Report Writing	100
23- 04 - 2008 Wednesday 2 p.m. to 5 p.m.	Business Data Processing Systems (Theory)	75
<b><u>ELECTIVES</u></b>		
24- 04 - 2008 Thursday 2 p.m. to 5 p.m.	Financial Accounting - III	100
25- 04 - 2008 Friday 2 p.m. to 5 p.m.	Income Tax/ Central Banking & Development Banking	100
26- 04 - 2008 Saturday 2 p.m. to 5 p.m.	Advanced Management Accounting - II/ Other Taxes/ Rural Financial Institutions	100
<b>AT THE END OF SECOND YEAR</b>		
<b>PART - I</b>		
28- 04 - 2008 Monday 2 p.m. to 5 p.m.	Part - I (i) English - Paper - II	100
29- 04 - 2008 Tuesday 2 p.m. to 5 p.m.	Part - I (ii) Telugu or Any Other Classical or Modern Language - Paper - II	100
30- 04 - 2008 Wednesday 2 p.m. to 3.30 p.m.	Part - I (iii) Compulsory Subject part B : Science & Civilization	50

<b>Days &amp; Hours</b>	<b>Subjects</b>	<b>Marks</b>
<b>PART - II</b>		
01- 05 - 2008 Thursday 2 p.m. to 5 p.m.	Environmental Studies (Applicable only to the candidates of 2006-07 admitted back and afterwards)	100
02- 05 - 2008 Friday 2 p.m. to 5 p.m.	Banking & Financial Systems	100
03- 05 - 2008 Saturday 2 p.m. to 5 p.m.	Financial Accounting- II	100
05-05 - 2008 Monday 2 p.m. to 5 p.m.	Quantitative Techniques -II	100
06 - 05 - 2008 Tuesday 2 p.m. to 5 p.m.	Fundamentals of Computers (Theory)	75
<b>AT THE END OF FIRST YEAR</b>		
<b>Part - I</b>		
09-05 - 2008 Friday 2 p.m. to 5 p.m.	Part - I (i) English Paper - I	100
12 - 05- 2008 Monday 2 p.m. to 5 p.m.	Part - I (ii) Telugu or Any Other Classical or Modern Languages Paper - I	100
13 - 05 - 2008 Tuesday 2 p.m. to 3.30 p.m.	Part - I (iii) Compulsory Subject Part - A - Indian Heritage & Culture	50
<b>Part - II</b>		
14-05 - 2008 Wednesday 2 p.m. to 5 p.m.	Business Economics	100
15-05 - 2008 Thursday 2 p.m. to 5 p.m.	Financial Accounting - I	100
16-05 - 2008 Friday 2 p.m. to 5 p.m.	Industrial Organisations & Management	100
17-05 - 2008 Saturday 2 p.m. to 5 p.m.	Quantitative Techniques - I	100

(By Order)

Visakhapatnam

Date : 25 - 01 - 2008

**DIRECTOR**