



SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM
(FORM OF APPLICATION FOR REGISTRATION)

Register Number

May / 2008

POST GRADUATE DIPLOMA EXAMINATION IN

(Specify the Subject)

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

(i) Centre : (SDE A.U.) Visakhapatnam for all P.G. Diplomas

1. S.D.E. Code No. of the Candidate
(Identify Card Code No.)

2. Full Name in English
including
surname in Mother Tongue

3. Age and Date of Birth
(in Christian Era)

4. Present Address

Cell No. / Ph No.

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

Examination

Month & Year

Centre

Regd. No

6. Optional Subject in PG Diploma Course

7. 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

8. Examination for which the candidate is
appearing
(only for PGDCRS candidates)

Group - I

Group - II

Group - III

9. * Particulars of Previous Pass/
appearance if any

Month & Year

Reg.No.

(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.

Paper I

Paper II

Paper III

Paper IV

Paper V

Paper VI

10. Compulsory Xerox copies

1. All marks statements already
appeared
2. Two self Addressd Covers
3. 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.

11. Fees Particulars	Amount Rs : In wards :	S.D.E. Challan NO./ Demand Draft No. /
	Date of payment:	

* Challan should be paid in the extension counter of the Syndicate Bank in the School of Distance Education premises only.

Station :
Date :

Singature of the Candidate

**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 is as follows :

All PG Diploma Exams (including cost of Provisional Certificate)

Whole Examination Rs. 500/- For one Subject	Rs. 200/-
For two Subject	Rs. 400/-
For three Subjects or above	Rs. 500/-

Candidates who appear for Diploma Examination under improvement of class shall pay the re-appearance fee of Rs. 500/- in addition to the prescribed examination fee and should write "**FOR IMPROVEMENT**" on the rightside 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.
Candidate should enclose a self-addressed covers 2 Nos. (9"x4")

(ii) Identity Card Xerox copy enclose.

(iii) The candidates who appeared any Exams Previously have to enclose Xerox copies of Marks statements compulsorily otherwise their application will not Processed.

Examination Centres :

1) All P.G. Diploma Courses

} School of Distance Education
} Andhra University
} Visakhapatnam.

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

**SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY
P.G. DIPLOMA EXAMINATION IN
MYA 2008
HALL TICKET
ORIGINAL**

(For office use only)
Register Number

This is to certify that son/ Daughter
of is a candidate for the
PG 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
- Viva-voce

Visakhapatnam

**DIRECTOR
SCHOOL OF DISTANCE EDUCATION**

Date :

CERTIFICATE OF IDENTITY

Signature of the CandidateThis is to certify that
..... Son / Daughter of
..... and his/ her signature was 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 Gazetted Officer

**DIRECTOR
School of Distance Education**

Date :

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.

**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 room.
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 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 number 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 a paper.
5. No candidate 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 candidate who leaves the room during the period allotted for a paper will be 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 room any material printed or otherwise 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 conduct will be reported to Registrar. Such a candidate stands the risk of having all answer papers for the examination for which he has appeared rejected by the Board of Management 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. Clerks 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 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 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. Revaluation : Candidate intended to apply for revaluation in particular paper or whole subjects, should apply within one month from the date of result printed on the marks list on payment of Rs. 350 per each paper.

(By Order)

DIRECTOR

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

**SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY**

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P.G. DIPLOMA EXAMINATION IN

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DUPLICATE**

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- Paper I
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- Paper III
- Paper IV
- Paper V
- Paper VI
- Viva-voce

Visakhapatnam

**DIRECTOR
SCHOOL OF DISTANCE EDUCATION**

Date :

CERTIFICATE OF IDENTITY

Signature of the CandidateThis is to certify that
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of and his/ her signature was taken in my presence and he/
she bears to following Identification Marks.

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Date : Signature of the Attesting Officer
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