

ANDHRA UNIVERSITY
(FORM OF APPLICATION FOR REGISTRATION)

Register No.									

At the end of First/Second/Third Year
March / April..... June / July.....

Latest stamp size attested Photo of the Candidate should be affixed here (Black & White only)

Eligibility : As per Regulations
Candidates are requested to go through the Instructions before filling Application and codes

(For Subject & other Codes please see Pages 2 & 6)

B.Com.

(RR/Vocational)

1. College Code

Sl. No.

(Office use only)

College Name

2. Name and surname of the Candidate As per SSC	In English						
	In Mother Tongue						
3. Father's Name and occupation							
4. Mother's Name and occupation							
5. Address : (To which all communications should be sent)							
6. For which Year/Years of Examination, the Candidate is appearing	Code	7. Whether College or Supplementary or Betterment	Code	8. Language selected under Part I	Name of the Language	Code	
9. Elective subject selected under Part II (See Page 2)	Code	Title of the Elective Subject			Put ✓ mark in appropriate box		
					Male (1)	Female (2)	
10. Subjects appearing	Put Code Nos. & Name of the Subject for Part II Subjects : I, II & III Years (See Page 2)						
FIRST YEAR	PART I			PART II			
	Subjects appearing under Part I (Put ✓ mark in appropriate box)	English	Language	F.C. I.H.C.	OPTIONALS		
	Subject Code						
Name of Subject							
SECOND YEAR	PART I			PART II			
	Subjects appearing under Part I (Put ✓ mark in appropriate box)	English	Language	S.C.	Environ. Studies	OPTIONALS	
					Theory	Field Work	
	Subject Code						
Name of Subject							
THIRD YEAR	PART I		PART II				
	Subjects appearing	English	OPTIONALS				
	Subject Code						
Name of Subject							

11. If already passed, Class obtained under Part I/II : Class Month & Year

12. Particulars of fee paid	13. Date of Birth (As per SSC)	14. Religion Code	15. Medium of Language which the Candidate is intended to answer (put ✓ mark in appropriate box)	1. Telugu
Date..... Rs. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2. English

* w.e.f. Admitted Batch 2008-2009 i.e., Computer Course for the Students of RR and Vocational Non-Computers and Computer Skills for the Students of Vocational Computer Applications.

16. Latest appearance particulars	Month & Year	Regd. No.	Name of the Centre						
17.(a) Date of passing the Pre-University/Intermediate Examination or an equivalent examination			(b) College or colleges in which the candidate has studied for the examination and time, i.e., duration of the course.						
Month & Year	Register Number	University from which passed	Name of the College	Year of Study	Serial No. in return of Matriculates				
18. Whether reappearing for the Examination. And if so please furnish particulars of previous reappearance, if any :			*19. Signature of the Principal of the College in which the candidate is studying/studied on the date of application :						
<table border="1"> <tr> <td>Year and Month :</td> <td> </td> </tr> <tr> <td>Register No. :</td> <td> </td> </tr> </table>			Year and Month :		Register No. :				
Year and Month :									
Register No. :									

* Strike out in appropriate items.

(1) This column need not be filled in the case of candidates appearing for a second or subsequent appearance.

(2) Applications rejected by the office for want of proper information as per the proforma will be accepted if re-submitted with full information on payment of penal fee of Rs. 100/- besides the fee prescribed as per the Table given in the application.

Station :

Date :

Signature of the Candidate

PART II & ELECTIVE SUBJECTS (For RR/Vocational)

Elec./Group Code	Subject & Code	Elec./Group Code	Subject & Code	Elec./Group Code	Subject & Code
	I B.Com.	17	Practicals *Environ. Studies: Theory/Field Work (Common for Old & New Candidates)	21	Accounting with Computers
01	Business Economics			34	Corporate Accounts
02	Financial Accounting-I	1	Tax Procedure & Practice (Vocational)	35	Computer Application in Accounting (Theory)
03	Indust. Organisation & Management	18	Income Tax Procedure and Practice (Vocational)	36	Practicals
04	Quantitative Techniques-I	19	Wealth Tax and Gift Tax (Vocational)	22	Advanced Cost Accounting
01	Tax Procedure & Practices (Vocational)	2	Office Management and Secretarial Practice (Vocational)	37	Advanced Cost accounting
05	Indian Tax System and Income Tax Law	20	Business Communications and Commercial Correspondence (Vocational)	38	Cost Control Techniques
06	Central and State Tax Procedures and Practice Vocational	21	Secretarial Practice	23	Marketing
02	Office Management and Secretarial Practices (Vocational)	3	Computer Applications (Vocational)	39	Principles of Marketing
07	Office Organisation and Management	22	Fax Pro and Computer Accountancy Through "Tally" (Theory)	40	Rural Marketing
08	Introduction to Computer and Management Information Systems (Vocational)	23	Practicals	24	Company Law & Secretarial Practice
03	Computer Applications (Vocational)	24	Structural Programming Through "C"	41	Company Law & Practice
09	Basics of Information Technology Theory	25	Practicals	42	Secretarial Practice
10	Practicals		III B.Com. (R.R.)		III B.Com. (Vocational)
11	Information Systems through Cobal Theory	26	Business Laws	1	Tax Procedure & Practice
12	Practicals	27	Income Tax & Practical Auditing	43	Central Excise Procedures and Practice
	II B.Com.	28	Cost and Management Accounting	44	Customs Procedures and Practice
13	Banking & Financial Systems	29	Business Correspondance & Report Writing	2	Office Management & Secretarial Practice
14	Financial Accounting-II	30	Business Data Processing System (written)	45	Type Writing (Higher) Computer Programming
15	Quantitative Techniques-II	31	Practicals	46	Shorthand (Lower)
16	Fundamentals of Computer Theory	20	Accounting	3	Computer Applications
		32	Financial Accounting-III	47	Accounting Soft Ware Applications (Theory)
		33	Advanced Management Accounting	48	Practicals
				49	Computer Application in Banking (Theory)
				50	Practicals

First B.Com. (RR & Vocational) Part II Subjects w.e.f. 2008-2009 Admitted Batch

51. Business Economics (Common Paper for RR and Vocational)
52. Financial Accounting (Common Paper for RR and Vocational)
53. Business Organisational Management (Common Paper for RR and Vocational)
54. Fundamentals of Information Technology (Common Paper for RR and Vocational)
55. Computer Course (Common Paper for RR and Vocational Except Computer Applications)
 1. Vocational (Computer Applications)
56. Information Systems through COBAL
57. Computer Skills
 2. Vocational Papers (Tax Procedure and Practice)
58. Indian Tax System and Income Tax Law
 3. Vocational Office Management Secretarial Practice
59. Office Organisation and Management

Second B.Com. (RR & Vocational) Part II Subjects

60. Financial Accounting-II/Advanced Accounting
61. Business Statistics
62. Financial Services/ Banking & Insurance
63. Taxation
64. Computer Course (Common Paper for RR and Vocational Except Computer Applications)
 1. Vocational (Computer Applications)
65. Computer Skills
 2. Vocational (Tax Procedure and Practice)
66. Foxpro and Computer Accountancy through Tally
67. Structured Programming Through "C"
68. Central & State Tax Procedures and Practice
69. Income Procedure & Practice
 3. Vocational (Office Management & Secretarial Practice)
70. Business Communications and Commercial Correspondence
71. Secretarial Practice

Register No.									

ANDHRA UNIVERSITY

B.Com. (.....) DEGREE EXAMINATION, March / April June / July
HALL-TICKET FOR THE COLLEGE/SUPPLEMENTARY CANDIDATE

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 (See Page 2 for Subjects and their Code Nos.) :

First Year	Part I	Part II	Subject Name	Code
	Part I (i) English (Paper I)	1.
	Part I (ii)	2.
	Second Language (Paper I)	3.
	Part I (iii) Foundation Course/ Indian Heritage and Culture	4.
		5.
		6.
		7.

Second Year

Part I (i) English (Paper II)	1.
Part I (ii)	2.
Second Language (Paper II)	3.
Part I (iii) Science and Civilization	4.	Environmental Studies (Theory/Field Work)
	5.
	6.
	7.
	8.

Third Year

Subject Name	Code
1. Part I (i) English (Paper III)	
Part II Subjects	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Waltair

Dt.

CONTROLLER OF EXAMINATIONS
 ANDHRA UNIVERSITY

- NOTE : 1. The candidate should fill in the above columns except Regd. No.
 2. The candidate should fill the appearing Subjects and Code Numbers in the Hall Ticket. (See Page 2)
 3. English Practicals w.e.f. 2005-2006 admitted batch.

CERTIFICATE OF IDENTITY

Signature of the Candidate

This is to certify that
 Son/Daughter of is a regular candidate and his/her signature was taken in my presence. His/Her Age is years. He/She is feet inches is height and he/she bears the following Identification marks.

Latest Passport size (Bust) Photo of the Candidate should be affixed here (Black & White only)

- 1.....
 2.....

Station :

Signature of the Principal

Date :

College Seal

- NOTE : (1) The Photos should be affixed and attested by the attesting Officer both in the application form and Certificate of Identity. The Attesting Officer's signature should be right across the photo extending over the blank also.
 (2) The candidate will be provided with an Answer Booklet containing 32 pages and the candidate has to answer all the questions in the booklet only. No Addl. Sheets will be supplied.
 (3) The candidates are prohibited to bring cell phones/pager in to the Examination Hall.

DUPLICATE

Register No.									

ANDHRA UNIVERSITY

B.Com. (.....) DEGREE EXAMINATION, March / April June / July
HALL-TICKET FOR THE COLLEGE/SUPPLEMENTARY CANDIDATE

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 (See Page 2 for Subjects and their Code Nos.) :

Table with columns: First Year, Part I, Part II, Subject Name, Code. Lists subjects like English (Paper I), Second Language (Paper I), and Foundation Course/Indian Heritage and Culture.

Table for Second Year with columns: Part I, Subject Name, Code. Lists subjects like English (Paper II), Second Language (Paper II), and Science and Civilization.

Table for Third Year with columns: Subject Name, Code. Lists subjects like English (Paper III) and Part II Subjects.

Waltair Dt.

CONTROLLER OF EXAMINATIONS ANDHRA UNIVERSITY

- NOTE : 1. The candidate should fill in the above columns except Regd. No. 2. The candidate should fill the appearing Subjects and Code Numbers in the Hall Ticket. (See Page 2) 3. English Practicals w.e.f. 2005-2006 admitted batch.

CERTIFICATE OF IDENTITY

Signature of the Candidate This is to certify that Son/Daughter of is a regular candidate and his/her signature was taken in my presence. His/Her Age is years. He/She is feet inches is height and he/she bears the following Identification marks.

Latest Passport size (Bust) Photo of the Candidate should be affixed here (Black & White only)

- 1..... 2.....

Station : Signature of the Principal Date : College Seal

- NOTE : (1) The Photos should be affixed and attested by the attesting Officer both in the application form and Certificate of Identity. The Attesting Officer's signature should be right across the photo extending over the blank also. (2) The candidate will be provided with an Answer Booklet containing 32 pages and the candidate has to answer all the questions in the booklet only. No Addl. Sheets will be supplied. (3) The candidates are prohibited to bring cell phones/pager in to the Examination Hall.

INSTRUCTIONS TO THE CANDIDATES

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 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.
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 Board of Management for disciplinary action.
7. Candidates are not allowed the 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 otherwise except the Hall-ticket and from making use of any of those whether introduced the room 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 the Registrar. Such a candidate stands the risk of having all answer papers for the examination for which he 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.
8. 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/her answer book from him/her.
9. Candidates appearing at centres must be prepared to satisfy the Chief Superintendents of such centres as to their identity.
10. Legal suits against University, if any, shall be filed in courts within the jurisdiction of Visakhapatnam City only.
11. University reserves the right of allotment of examination centres.

Script Verification :

The candidates can obtain the photo copies of their Answer Scripts on payment of Rs. 500/- for each Answer Script for U.G. pass courses.

The candidates have to apply for the Photo copies of the Answer Scripts with in 15 days from the date of publication of Results and after receiving the photo copy they will be permitted to apply for Revaluation with in 5 days if the candidate so desires.

Revaluation :

After the results are announced, the candidates who wish to get their answer scripts valued again, can apply for re-valuation, only one time, on payment of the prescribed fee Rs. 300/- for each script within the prescribed period, i.e., 30 days from the date of publication of the results. Revaluation applications of the candidates received after the prescribed date will not be entertained.

The candidates applying for the Re-valuation need not wait for the Re-valuation results and have to appear for the next examination, as per eligibility for the examination.

(By Order)

University Office
Visakhapatnam

CONTROLLER OF EXAMINATIONS

ANNEXURE I

The candidates have to mention the Code Number of the College in Column Number 1 of Page Number 1. University reserves the right for allotting Examination Centres to individual candidates as well as Colleges also (for College Code No., please contact the Principal of the concerned College).

INSTRUCTIONS TO THE CANDIDATES

ALL THE STUDENTS OF THE SECOND YEAR (2004-05 ADMITTED BATCH) SHOULD APPEAR FOR THE COMPULSORY SUBJECT OF ENVIRONMENTAL STUDIES.

Candidates who passed their qualifying examination other than this University/Board of Intermediate Education, Andhra Pradesh, Hyderabad shall have to enclose the Recognition and Eligibility Certificates issued by the **Legal Section** of Andhra University. Otherwise their applications will be rejected.

Candidates must be careful in entering their date of birth exact Date, Month and Year. An entry of date of birth once made shall not be altered so far as University purposes are concerned and will have to be repeated at subsequent Examinations.

If a change in the name has been recognised by the University the name under which he/she has already been enrolled in the University records should also be given (with copy of permission letter).

Candidate who passed the Pre-University Examination of the Andhra University should furnish the same date of birth which should correspond with that given in the S.S.C./Matric.

Candidates who passed the Pre-University or Intermediate Examination of other Universities should produce an extract of date of birth from the University/Board concerned.

Candidates are requested to give such a complete address in block letters as would ensure in communication by post reaching them without delay both in term and in vacation.

Candidates joined in degree course on transfer from other University, should submit in duplicate xerox copies of Marks Statements immediately to the University through the Principal.

No student will be allowed to select a centre for his Examination other than the college in which he/she studied or taken the earlier examination. Candidates studying in a college shall however, have to appear for the examination from the same college where he/she studying.

EXAMINATION FEE

(a) For Regular Candidates :

1 st Year			2 nd Year			3 rd Year				
Whole Exam. Rs.	English Practical Rs.	Total Rs.	Whole Exam. Rs.	English Practical Rs.	Total Rs.	Whole Exam. Rs.	Hi-Tech P.C. cum Marks Rs.	Hi-Tech O.D. Rs.	English Practical Rs.	Total Rs.
485	110	595	485	110	595	485	215	540	120	1360
Each Subject (Theory/Practical)		100/-	Each Subject (Theory/Practical)		100/-					

(b) For Supplementary Candidates :

(who appears the examination after completion of the course of study)

Each Subject (Theory/Practical) (Plus stationery fee of Rs. 165/-)	100/-	Each Subject (Theory/Practical) (Plus stationery fee of Rs. 165/-)	100/-	Each Subject (Theory/Practical) (Plus stationery fee of Rs. 165/-)	100/-
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(c) **Late Fees** : Rs. 1,000/- (Between First and Seventh Day)

(d) **Betterment** : Rs. 440/- + Stationery Fee of Rs. 165/- + Examination Fee

(e) Application can be downloaded from the University Website (<http://www.andhrauniversity.info/exams/appl.html>) and an amount of Rs. 40/- (Forty only) is to be paid extra towards registration of application.

No candidate shall pay at a time more than the fee prescribed for the whole Examination of that years whatever may be the number of subjects (including Practicals) in which he/she appears.

Candidates appearing for the first time have to apply for the whole Examination and pay the fee prescribed for the whole Examination irrespective of their appearance for Part or Parts, Subject or Subjects as the case may be.

The Fee once paid will, UNDER no circumstances, be refunded or held over for a subsequent examination.

Regular students of Colleges and Supplementary students after completing College Study have to submit their applications in the Colleges in which they are studying or studied by remitting the fees there itself.

Candidates must obtain their Hall-Tickets from the Chief Superintendent of the respective centres, **three days before** the commencement of the examination. They have to satisfy the Chief Superintendent concerned to their identity.

Candidates who were not assigned permanent Register Number shall enclose Attested Photostat Copies of their previous Marks Statements to their Examination Application forms.

1. For which (year/years) Examination the Candidate is appearing:

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

2. Whether College, Supplementary, etc.

Code	1	College
	2	Supplementary
	3	Re-appearance (Betterment)

3. Language selected under Part I (ii)

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

4. Religion :

Code	1	Hindu
	2	Muslim
	3	Indian Christian
	4	Scheduled Caste
	5	Scheduled Tribe
	6	Jain

BETTERMENT OF CLASS

- I. Candidates who are declared to have passed the Degree Examinations are permitted to reappear (only theory examinations) for the whole examination in Part I or Part II of I, II or III Year(s), if they so desire for improvement of their class irrespective of their pass in examinations in full, subject to the following conditions.
 - (1) Candidates shall not be permitted to reappear in individual subjects.
 - (2) Candidates shall be required to pay the amount prescribed towards the reappearance fee besides examination fee.
 - (3) Candidates who have already secured First Class are not eligible to appear for betterment examination.
 - (4) If the class of the candidate does not change, his/her earlier result stands good.
 - (5) The candidates shall be permitted to avail two chances within two consecutive years from the date of first registration of their final year examinations. Such candidates should be required to take the examination as per the current regulations and syllabi in force. (Applicable w.e.f. the 1999-2002 admitted batch students)