

16. Address :
(To which all communications should be sent)

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 :

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 CCS/RR/Voca./RS)

Elec./Group Code	Subject & Code	Elec./Group Code	Subject & Code	Elec./Group Code	Subject & Code
	I B.Com.				
01	Business Economics	27	Elements of Export Marketing (Vocational)	30	Marketing
02	Financial Accounting-I	4	Advertising Sales Promotion & Sales Mgt.	55	Principles of Marketing
03	Indust. Organisation & Management	28	Personal Selling and Salesmanship (RS & Vocational)	56	Rural Marketing
04	Quantitative Techniques-I	29	Advertising (Vocational)	31	Company Law & Secretarial Practice
01	Tax Procedure & Practices	5	Computer Applications	57	Company Law & Practice
05	Indian Tax System and Income Tax Law (RS & Vocational)	30	Fax Pro and Computer Accountancy Through "Tally" (Theory) (RS & Vocational)	58	Secretarial Practice
06	Central and State Tax Procedures and Practice (Vocational)	31	Practicals		III B.Com. (Vocational)
02	Office Management & Secretarial Practices	32	Structural Programming Through "C" (Theory) (Vocational)		Common for Vocational (Regular) and Restructured Supplementary
07	Office Organisation and Management (RS & Vocational)	33	Practicals	1	Tax Procedure & Practice
08	Introduction to Computer and Management Information Systems (Vocational)		III B.Com. (C.C.S. Revised)	59	Central Excise Procedures and Practice
03	Foreign Trade Practice and Procedure	34	Business Laws	60	Customs Procedures and Practice
09	Basics of Foreign Trade (RS & Vocational)	35	Income Tax & Practical Auditing	2	Office Management & Secretarial Practice
10	India's Foreign Trade (Vocational)	36	Cost and Management Accounting	61	Type Writing (Higher) Computer Programming
04	Advertising Sales Promotion & Sales Management	37	Business Correspondance & Report Writing	62	Shorthand (Lower)
11	Sales Mgt. (RS & Vocational)	38	Business Data Processing System (written)		(For Restructured Supplementary)
12	Market Management Concepts (Vocational)	39	Practicals	47	Income Tax
05	Computer Applications	20	Accounting	48	Other Taxes
13	Basics of Information Technology Theory (RS & Vocational)	40	Financial Accounting-III	3	Foreign Trade Practice and Procedure
14	Practicals (RS & Vocational)	41	Advanced Management Accounting	63	Shipping and insurance Practices and Procedures
15	Information Systems through Cobal Theory (Vocational)	21	Accounting with Computers	64	Foreign Trade Documentation and Procedures
16	Practicals (Vocational)	42	Corporate Accounts	4	Advertising Sales Promotion & Sales Management
	II B.Com.	43	Computer Application in Accounting (Theory)	65	Sales Promotion and Public Relations
17	Banking & Financial Systems	44	Practicals	66	Entrepreneurship Development
18	Financial Accounting-II	22	Advanced Cost Accounting	5	Computer applications
19	Quantitative Techniques-II	45	Advanced Cost accounting	67	Accounting Soft Ware Applications (Theory)
20	Fundamentals of Computer Theory	46	Cost Control Techniques	68	Practicals
21	Practicals	23	Taxation	69	Computer Application in Banking (Theory)
	*Environ. Studies: Theory/Field Work	47	Income Tax	70	Practicals
1	Tax Procedure & Practice	48	Other Taxes	6	Corporate Secretaryship (For Restructured Supplementary only)
22	Income Tax Procedure and Practice (RS & Vocational)	24	Banking with Computers	36	Cost & Management Accounting (RR)
23	Wealth Tax and Gift Tax (Vocational)	49	Banking & Insurance Company accounts	35	Income Tax and Practical Auditing (RR)
2	Office Mgt. and Secretarial Practice	50	Computer Applications in Banking (Theory)	37	Business Correspondence and Report Writing (RR)
24	Business Communications and Commercial Correspondence (RS & Vocational)	25	Central Banking, development Banking & Rural Financial Institutions	34	Business Laws (RR)
25	Secretarial Practice (Vocational)	51	Central Banking & Development Banking	64	Foreign Trade Documentation & Procedure (Vocational Paper)
3	Foreign Trade Practice and Procedure	52	Rural Financial Institutions	40	Financial Accounting III (RR)
26	Foreign Trade Financing and Procedures (RS & Vocational)	27	Transportation		
		53	Elements of Transportation		
		54	Transportation Systems in India		

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

- 71. Business Economics (Common Paper for RR and Vocational)
- 72. Financial Accounting (Common Paper for RR and Vocational)
- 73. Business Organisational Management (Common Paper for RR and Vocational)
- 74. Fundamentals of Information Technology (Common Paper for RR and Vocational)
- 75. Computer Course (Common Paper for RR and Vocational)

- Vocational (Computer Applications)
- 76. Information Systems through COBAL
- 77. Computer Skills
- Vocational Papers (Tax Procedure and Practice)
- 78. Indian Tax System and Income Tax Law
- Vocational Office Management Secretarial Practice
- 79. Office Organisation and Management

<i>Register Number</i>									

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) Indian Heritage and Culture	4.
		5.
		6.
		* 7.	Computer Course / Computer Skills

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.

* 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

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.

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

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.
365	100	465	365	100	465	365	185	490	110	1150
Each Subject (Theory/Practical)		75/-	Each Subject (Theory/Practical)		75/-					

(b) For Supplementary Candidates :

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

Each Subject (Theory/Practical) (Plus stationery fee of Rs. 125/-)	75/-	Each Subject (Theory/Practical) (Plus stationery fee of Rs. 125/-)	75/-	Each Subject (Theory/Practical) (Plus stationery fee of Rs. 125/-)	75/-
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(c) **Late Fees** : Rs. 1,000/- (Between First and Seventh Day)

(d) **Betterment** : Rs. 330/- + Stationery Fee of Rs. 125/- + Examination Fee

(e) Application can be downloaded from the University Website (<http://www.andhrauniversity.info/exams/appl.html>) and an amount of Rs. 30/- (Thirty 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)