

Application
Not for sale

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

Register Number

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 - December - 2009

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

1. Examination centre

2. Name of the Candidate (Capital Letters)

NAME

SURNAME

In English

3. For which year/Years Examination the candidate is appearing (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 (నిచ్చాల్సిన యే పరీక్షలు వ్రాయదలచుకున్నది బాక్సులో తప్పక Tick చేయవలెను.)

	Part - I			Part - II						
	English	Language	I.H.C	Business Economics	Financial Acc- I	Industrial Organisation & Management	Quantitative Tehniques-1			
FIRST YEAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	Part - I			Part - II						
	English	Language	S & C	Environmental Studies	Banking & Fin. System	Financial Acc- II	Quantitative Techniques-II	FUNDAMENTALS OF COMPUTERS		
SECOND YEAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	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)	
	THIRD YEAR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Theory	Practicals	<input type="checkbox"/>	<input type="checkbox"/>	Income tax other Taxes

9. Class obtained under Part I :

Reg.No.	Month & Year
<input type="text"/>	<input type="text"/>

10. Last Appearance Particulars :

Reg.No.	Month & Year	Centre
<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Date of passing PUC/HSC/Inter Entrance Examination

Reg.No.	Month & Year	University	Board from which passed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Particulars of fee paid :

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

Note :

- పరీక్షకు వెళ్ళగోరు విద్యార్థులు ఈ క్రిందివి తప్పక జతపర్చవలెను. లేని యెడల అప్లికేషన్ తిరస్కరించబడును.
i) "మూడు" అడ్రస్ వ్రాసిన కవర్, ii) ఇదివరలో పరీక్షకు వెళ్ళిన మార్కుల జాబితా (జెరాక్స్), iii) I.D. కార్డు జెరాక్స్, iv) Betterment కు వెళ్ళినచో వారి P.C జెరాక్సు, v) Optional మార్కుకున్నచో ఆధారపత్రం జెరాక్సు.
- The Students who were admitted during 2007-08 academic year and after wards shall write 'Environmental Studies', under part II of Second year.

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 Tehniques-II	FUNDAMENTALS OF COMPUTERS	
	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Month & Year	Theory	Practicals
								Month & Year	Month & Year
	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
					Month & Year				Month & Year	Month & Year
	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)
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I Year

1. Business Economics
2. Accountancy - I
3. Industrial Organisation and Management

1. Business Economics
2. Financial Accounting - I
3. Industrial Organisation and Management

II Year

1. Banking Theory and Practice
2. Accountancy - II
3. Business Statistics

1. Banking Financial Systems
2. Financial Accounting - II
3. Quantitative Techniques - II

III Year

1. Mercantile and Industrial Law
2. Accountancy - III
3. Auditing
4. Cost Accounting
5. Electives :
 1. i) Income Tax and ii) Management Accountancy
 2. i) Personnel Management and ii) Industrial Relations

1. Business Laws
2. Financial Accounting - III
3. Income Tax and Practical Auditing
4. Cost & Management Accounting
1. i) Income Tax and ii) Other Taxes
2. i) Central Banking & Development Banking and ii) Rural Finance Institutions

STUDENT (IDENTITY CARD) CODE NUMBER

Register Number

**SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY
B.Com. DEGREE EXAMINATION (CCS) (REV.) December - 2009
HALL - TICKET**

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 :

First Year	Part I (Language)	Part II Main Subjects (Group)	
(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		
Second Year			
(i)	English (Paper II)	1. Environmental Studies	3. Quantitative Techniques II
(ii) (Second Language Paper II)	2. Banking & Fin. Sys.	4. Fundamentals of Computer theory
(iii)	Science and Civilization	3. Fin. Acc. II	
Third Year			
		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 2007-08 academic year and after wards shall write "Environmental Studies" under part II of Second year.

Visakhapatnam
Date

DIRECTOR
School of Distance Education

STUDENT (IDENTITY CARD) CODE NUMBER

Register Number

**SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY
B.Com. DEGREE EXAMINATION (CCS) (REV.) December - 2009
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Second Year			
(i)	English (Paper II)	1. Environmental Studies	3. Quantitative Techniques II
(ii) (Second Language Paper II)	2. Banking & Fin. Sys.	4. Fundamentals of Computer theory
(iii)	Science and Civilization	3. Fin. Acc. II	
Third Year			
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		2. I.T.P.A.	5. B.D.P.S. Theory
		3. Cost & Magt. Acctg.	6. Fin. Acc. III
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Visakhapatnam
Date

DIRECTOR
School of Distance Education

CERTIFICATE OF IDENTITY

Signature of the Candidate

This is to certify that
Son/Daughter ofand his/her
signature was taken in my presence and he/she bears the following Identification marks:

- 1.
- 2.

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

Station :

Date :

Office Seal : **Director** Signature of the Attesting Officer
School of Distance Education not below the rank of a Gazetted Officer

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.

CERTIFICATE OF IDENTITY

Signature of the Candidate

This is to certify that
Son/Daughter ofand his/her
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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	500- 00	500-00	500-00

FOR COMPARTMENTAL CANDIDATE: For each subject Rs.200/-, II & III Years. Specilisation 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 Beterment Candidates only)	Rs. 500/- + 500/-	Rs. 1000/-

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/she 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 dealy.
- 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 to 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)	24	Ramachandrapuram (V.S.M. College)	54	Gajapathi Nagaram (Sri Sai Siddhardha Degree College)
02	Anakapalli (A.M.A.L. College)	25	Salur (Prof. G.Sundhara Reddy. Degree College)	55	Gajuwaka, Visakhapatnam (MVR Degree College)
03	Bhimavaram (D.N.R. College)	26	Srikakulam (Govt. Degree College)	59	Srikakulam (Chaitanya ES Degree College)
04	Bobbili (Rajah RSRKRR College)	28	Tadepalligudem (D.R.G. Govt. College)	60	Gajuwaka, Visakhapatnam (TSR & TBK Degree College)
05	Chirala (VRS & YRN College)	30	Tekkali (Govt. College)	63	Visakhapatnam (Vidhyardhi Degree College) (For women only)
06	Eluru (Sir C.R.R. College)	31	Tenali (VSR & NVR College)	64	Visakhapatnam (Sri Kanakamahalakshmi Arts & Science Degree College, Tatichetlapalem, Near NH-5)
07	Guntur (A.C. College)	32	Visakhapatnam (Mrs. A.V.N. College)	66	Paderu (Govt. Degree College)
08	Guntur (J.K.C. College)	33	Visakhapatnam (B.V.K. College)	67	Rajam (Sri GCSR Degree College)
09	Jaggayyapeta (S.G.S College)	35	Visakhapatnam (Dr. V.S.K. Govt. College)	68	Baruva (Govt. Degree College)
10	Hyderabad (R.G. Kedia College of Commerce, Opp. Chadarghat, New Bridge)	40	Vijayawada (Satavahana Degree College)	69	Kakinada (Chaitanya Degree College)
11	Kakinada (P.R. Govt. College)	42	Vizianagaram (M.R. College) (For men candidates only)	71	Nallajerla (AKRG Degree & P.G. College, W.G.Dist.)
12	Kakinada (Ideal Degree College)	43	Visakhapatnam (Centre Prison) (for Prisoners only)	72	Devarapalli (W.G.Dist.) BHSR & VLM Degree College
14	Kurnool (Silver Jubilee College)	44	Nellore (Sri Sarvodaya College)	73	Pragathi Degree College Kothavalasa
15	Machilipatnam (Noble College)	45	Rajahmundry (Centre Jail) (for Prisoners only)	74	Rampachodavaram (Govt. Degree College)
17	Narasannapeta (Govt. Degree College)	46	Rajahmundry (S.K.V.T. College)	76	Buddha Ramesh Babu Memorial Degree & P.G. College, Kancharapalem, Visakhapatnam
18	Narasapur (Y.N.M. College)	48	Penugonda (S.V.K.P. & Dr.K.S. Raju Arts and Science College)	77	Sri Lakshmi Ganapathi Degree College, Dharmapuri, Vizianagaram.
19	Narasaraopeta (S.S.N. College)	49	Rajahmundry (Rajiv Gandhi Degree College, Luthergiri)	78.	Tanuku RITMS College
20	New Delhi (S.V. College)	51	Vizianagaram (M.R. College for Women) (For women Candidates only)	79.	Bangalore, College of Advanced Technology Studies (CATS) 30, Dickenson Road.
21	Ongole (C.S.R. Sarma College)	52	Narsipatnam (Govt. Degree College)		
23	Rajahmundry (Govt. Degree College)	53	Tuni (Govt. Degree 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 :

- 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 ప్రతీ 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 తప్పనిసరి. 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 (✓) గుర్తు ద్వారా తెలియజేయాలి.
- * మీరు మొదటి సంవత్సరం ఏ పరీక్షా కేంద్రం (కాలేజీ) లో రాస్తారో అదే కేంద్రంలో మిగిలిన అన్ని పరీక్షలు కోర్సు పూర్తి అయ్యే వరకు రాయవలసి ఉంటుంది.
- * మీరు పరీక్ష అప్లికేషన్ పంపేటప్పుడు, అంతకు ముందు రాసిన పరీక్షల రిజిస్టర్ నెంబర్లు నెల/సంవత్సరములలో అందుకు ఉద్దేశించిన కాలమ్లో విధిగా రాయాలి. అలా రాయని అప్లికేషన్లు తిరస్కరించబడతాయి.
- * మీ మార్కుల జాబితా ట్రూ కాపీలు పాస్/ఫియిల్ అయినవే కాక ఆప్లెంట్ అయినవి కలిపి పరీక్ష 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 పేజీల 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 అన్ని చెల్లించబడి ఉండాలి.
- * **విద్యార్థులకు ప్రత్యేక నూచన :** మీరు దూరవిద్యా కేంద్రానికి చెల్లించిన ఫీజుల మొత్తం, అవి చెల్లించిన తేదీలు, డిమాండ్ డ్రాఫ్టులు తీసుకున్న తేదీలు, మరియు వాటి నెంబర్లు, ఫీజు చెల్లించిన కారణాలు అన్నీ ఒక డైరీలో రాసుకొని ఉంచవలెను.
- * **ఈ సం॥పు పరీక్షల (April 2009) నుండి, అభ్యర్థులకు 32 పేజీల జవాబు పత్రములు పరీక్ష హాలులో అందజేయడము జరుగును. వీరికి మర ఏ విధమైన అదనపు జవాబు పత్రములు ఇవ్వబడవు.**

Candidates will be supplied 32 pages of Answer sheets booklet in the Examination Hall from this year (April 2009) on wards. They will not be supplied any other Examination Additional Answer sheets.

* Use of Cell - Phones / mobiles in the examination hall is strictly prohibited.

పరీక్ష హాలులో సెల్ఫోన్ / మొబైల్ నిషేధించబడినది.

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 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 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 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 all kind (Excepted as provided in rule 8). They are also prohibited from introducing into the examination room any material printed or authorised 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 the room forthwith and his/her conduct will be reported to 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 students 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 of 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 a sub-magistrate in Andhra Pradesh.

(By Order)

Prof. P. Hrushikesava Rao
Director.



SCHOOL OF DISTANCE EDUCATION

Phone: 2844143
2754966

ANDHRA UNIVERSITY - VISAKHAPATNAM-530003

Prof. P. HRUSHIKESAVA RAO
Director

Date : 16-12-2009

SDE/ Exams. - II / Supdt. / December 2009

Dear Student,

The School of Distance Education (SDE) conducts year end examinations for I/II/III year B.A / B.Com,B.Sc. Degree course of the Academic Year Batch degree course from 09-11-2009 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.

Examination	Last Date for payment of Fee & receipt of filled in application	Fee B.A./ B.Com./B.Sc	Date of commencement of Examinations
III Year B.A./B.Com.	} 24 - 10 - 2009	500/-	07-12 - 2009
III Year B.Sc		600/-	07 -12 - 2009
II Year B.A./B.Com./B.Sc		500/-	16 - 12 - 2009
I Year B.A./B.Com./B.Sc		500/-	28 - 12 - 2009

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

- 1) Rs. 300/- upto 31-10-2009
- 2) Rs. 500/- upto 09-11-2009.

The applications received in this office after 09-11-2009 the above date even with above Penal Fee 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 refunded 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 Registrar, 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 4-00 p.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 filled in application Form with the 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 along with a 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 గం.ల నుండి సాయంత్రం 5-00 గం.ల వరకు స్వీకరించబడును)

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|---|
| <ol style="list-style-type: none">1. 12th & 13th October, 2009 : Govt. Degree College, Narsipatnam; M.R. College for Men, Vizianagaram, Sri Y.N.M. College, Narsapur.2. 14th & 15th October, 2009 : Govt. Arts College, Rajahmundry; Sir CRR College, Eluru; Prabhas Degree College, Vijayawada.3. 19th & 20th October, 2009 : Govt. College for Men, Srikakulam; PR Govt. College, Kakinada; D.N.R. College, Bhimavaram; A.C. College, Guntur.4. 22nd, 23rd & 24th October 2009 : 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 time table from the Chief Superintendent of the Examination centre which he/ she 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 and 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 కవర్లు తప్పని సరిగా (9" x 5" size) 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 తమ పేరు, కోడ్ నంబరు తప్పనిసరిగా వ్రాయవలెను.
5. Candidates who appeared for any examination (I/II/III Year) previously have to enclose Xerox Copies of Marks Statements.
డీగ్రీ ఏ సంవత్సరంలోనైనా I, II, III Year పరీక్షకు హాజరైన విద్యార్థులు తమ ముందు పరీక్షలకు సంబంధించిన అన్ని మార్కుల మెమోలు జెరాక్స్ 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.
8. University reserves right to change the examination centre opted by the candidate to the centre which is nearest to the address given by the candidate in the examination application form itself.



SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM - 530 003.

TIME - TABLE

B.Com. Degree Examination (Common Core Scheme & REV)

Revised Syllabus - December - 2009

Days & Hours	Subjects	Marks
<u>AT THE END OF THIRD YEAR</u>		
Part - II		
07-12-09 Monday 2 p.m. to 5 p.m.	Business Laws	100
08-12-09 Tuesday 2 p.m. to 5 p.m.	Income Tax and Practical Auditing	100
09-12-09 Wednesday 2 p.m. to 5 p.m.	Cost & Management Accounting	100
10-12-09 Thursday 2 p.m. to 5 p.m.	Business Correspondence & Report Writing	100
11-12-09 Friday 2 p.m. to 5 p.m.	Business Data Processing Systems (Theory)	75
<u>ELECTIVES</u>		
12-12-09 Saturday 2 p.m. to 5 p.m.	Financial Accounting - III	100
14-12-09 Monday 2 p.m. to 5 p.m.	Income Tax / Central Banking & Development Banking	100
15-12-09 Tuesday 2 p.m. to 5 p.m.	Advanced Management Accounting - II/ Other Taxes/ Rural Financial Institutions	100
<u>AT THE END OF SECOND YEAR</u>		
Part - I		
16-12-09 Wednesday 2 p.m. to 5 p.m.	Part-I (i) English - Paper-II	100
17-12-09 Thursday 2 p.m. to 5 p.m.	Part-I (ii) Telugu or Any Other Classical or Modern Language- Paper-II (i.e. Hindi / Sanskrit / Bengali / Oriya / Tamil / Kannada / Malayalam / Urdu / French)	100
18-12-09 Friday 2 p.m. to 3.30 p.m.	Part-I (iii) Compulsory Subject Part-B : Science & Civilization	50

(P.T.O)

Days & Hours	Subjects	Marks
PART - II		
19-12-09 Saturday 2 p.m. to 5 p.m.	Environmental Studies (Applicable only to the candidates of 2007-08 admitted batch and afterwards)	100
21-12-09 Monday 2 p.m. to 5 p.m.	Banking & Financial Systems	100
22-12-09 Tuesday 2 p.m. to 5 p.m.	Financial Accounting-II	100
23-12-09 Wednesday 2 p.m. to 5 p.m.	Quantitative techniques-II	100
26-12-09 Saturday 2 p.m. to 5 p.m.	Fundamentals of Computers (Theory)	75
AT THE END OF THE FIRST YEAR		
PART - I		
28-12-09 Monday 2 p.m. to 5 p.m.	Part - I (i) English Paper - I	100
29-12-09 Tuesday 2 p.m. to 5 p.m.	Part - I (ii) Telugu or Any Other Classical or Modern Languages Paper - I (i.e. Hindi / Sanskrit / Bengali / Oriya / Tamil / Kannada / Malayalam / Urdu / French Part - A & B)	100
30-12-09 Wednesday 2 p.m. to 3.30 p.m.	Part - I (iii) Compulsory Subject Part - A - Indian Heritage & Culture	50
PART - II		
31-12-09 Thursday 2 p.m. to 5 p.m.	Business Economics	100
01-01-2010 Friday 2 p.m. to 5 p.m.	Financial Accounting - I	100
02-01-2010 Saturday 2 p.m. to 5 p.m.	Industrial Organisations & Management	100
04-01-2010 Monday 2 p.m. to 5 p.m.	Quantitative Techniques - I	100

(By Order)

Visakhapatnam

Date :

Prof. P. HRUSHIKESAVA RAO
DIRECTOR