

HALL TICKET

**ANDHRA UNIVERSITY : VISAKHAPTANAM
SCHOOL OF DISTANCE EDUCATION**

ORIGINAL

**APPLICATION FORM FOR ENTRANCE TEST FOR ADMISSION
INTO THREE YEAR & TWO YEAR MBA (Marketing / Finance / HRM) / MCA PROGRAMME 2010-2011**

Date and Time :

Hall Ticket No. :

Test Centre : Srikakulam / Visakhapatnam / Kakinada / Rajahmundry / Vijayawada / Hyderabad

(To be filled in by the candidate in his / her own handwriting and to be submitted along with the application)

1. Name of the Candidate : _____
(in Block Letters)
2. Name of the Parent / Husband : _____
3. Identification Marks a) _____
b) _____

Latest Passport size
Photograph to be
affixed and duly
attested by
Gazetted Officer

I do hereby attest that the candidate has signed in my presence.

Signature of the Attesting Officer
With official stamp

Signature of the Candidate

3

HALL TICKET

**ANDHRA UNIVERSITY : VISAKHAPTANAM
SCHOOL OF DISTANCE EDUCATION**

DUPLICATE

**APPLICATION FORM FOR ENTRANCE TEST FOR ADMISSION
INTO THREE YEAR & TWO YEAR MBA (Marketing / Finance / HRM) / MCA PROGRAMME 2010-2011**

Date and Time :

Hall Ticket No. :

Test Centre : Srikakulam / Visakhapatnam / Kakinada / Rajahmundry / Vijayawada / Hyderabad

(To be filled in by the candidate in his / her own handwriting and to be submitted along with the application)

1. Name of the Candidate : _____
(in Block Letters)
2. Name of the Parent / Husband : _____
3. Identification Marks a) _____
b) _____

Latest Passport size
Photograph to be
affixed and duly
attested by
Gazetted Officer

I do hereby attest that the candidate has signed in my presence.

Signature of the Attesting Officer
With official stamp

Signature of the Candidate

5

INSTRUCTIONS TO THE CANDIDATE

1. Candidates are advised to be present in the test hall 15 minutes before the commencement of the test.
2. Candidates will not be admitted to the Entrance Test after 30 minutes of the commencement of the test. Candidates once admitted will not be allowed to leave the hall till half-an-hour before the closing time of the entrance test.
3. Hall Ticket shall be produced at the gate of the test centre and also in the hall at the time of the test, failing which the candidate will not be allowed to appear for the Entrance test.
4. **PLEASE NOTE** : YOUR SCRIPT WILL NOT BE VALUED IF YOU WRITE ANY IRRELEVANT MATTER OR SYMBOLS, INCLUDING RELIGIOUS MARKS AND SYMBOLS, PRAYERS OR ANY COMMUNICATION WHATSOEVER, ANYWHERE, EITHER ON THE COVER SHEET OR INSIDE THE SCRIPT.
5. ANSWER MUST BE WRITTEN IN BLUE/BLACK INK FOUNTAIN OR BALL PEN ONLY (SKETCH PEN, PENCIL OR INK OR ANY OTHER COLOUR IS NOT ALLOWED)
6. HALL TICKET MUST BE PRESERVED TILL THE TIME OF ADMISSION OF THE COURSE.
7. No. T.A. and D.A. will be paid for any journey undertaken by the candidate for the Entrance test.
8. Adoption of any kind of unfair means at the time of Test or any act of impersonation will result in invalidation of his / her script and forfeiture of his / her claim for taking the Test besides criminal action as per law. Decision of the Chief Superintendent of the Test Centre shall be final on these matters.
9. Issue of Hall Ticket appearance at the test, does not automatically entitle a candidate for admission.
10. Calculators or any other aids are not allowed in the Test Hall.
11. Any rough work is to be done only on the blank sheet provided for the purpose in the Test Booklet.
12. Attestation on the Application Form and Hall Tickets can be made by any Gazetted Officer / Principal of a College / A University Professor.
13. Each question will have four alternative choices with one correct / appropriate answer. Candidate has to choose correct / appropriate answer and has to write its number in the relevant question number box on the answer sheet. If any alteration is to be made, strike off the previous one and write the correct number neatly in the box.

(Cell Phones are strictly prohibited in the Examination Hall)

Answers with overwriting will be ignored while awarding marks.

4

INSTRUCTIONS TO THE CANDIDATE

1. Candidates are advised to be present in the test hall 15 minutes before the commencement of the test.
2. Candidates will not be admitted to the Entrance Test after 30 minutes of the commencement of the test. Candidates once admitted will not be allowed to leave the hall till half-an-hour before the closing time of the entrance test.
3. Hall Ticket shall be produced at the gate of the test centre and also in the hall at the time of the test, failing which the candidate will not be allowed to appear for the Entrance test.
4. **PLEASE NOTE** : YOUR SCRIPT WILL NOT BE VALUED IF YOU WRITE ANY IRRELEVANT MATTER OR SYMBOLS, INCLUDING RELIGIOUS MARKS AND SYMBOLS, PRAYERS OR ANY COMMUNICATION WHATSOEVER, ANYWHERE, EITHER ON THE COVER SHEET OR INSIDE THE SCRIPT.
5. ANSWER MUST BE WRITTEN IN BLUE/BLACK INK FOUNTAIN OR BALL PEN ONLY (SKETCH PEN, PENCIL OR INK OR ANY OTHER COLOUR IS NOT ALLOWED)
6. HALL TICKET MUST BE PRESERVED TILL THE TIME OF ADMISSION OF THE COURSE.
7. No. T.A. and D.A. will be paid for any journey undertaken by the candidate for the Entrance test.
8. Adoption of any kind of unfair means at the time of Test or any act of impersonation will result in invalidation of his / her script and forfeiture of his / her claim for taking the Test besides criminal action as per law. Decision of the Chief Superintendent of the Test Centre shall be final on these matters.
9. Issue of Hall Ticket appearance at the test, does not automatically entitle a candidate for admission.
10. Calculators or any other aids are not allowed in the Test Hall.
11. Any rough work is to be done only on the blank sheet provided for the purpose in the Test Booklet.
12. Attestation on the Application Form and Hall Tickets can be made by any Gazetted Officer / Principal of a College / A University Professor.
13. Each question will have four alternative choices with one correct / appropriate answer. Candidate has to choose correct / appropriate answer and has to write its number in the relevant question number box on the answer sheet. If any alteration is to be made, strike off the previous one and write the correct number neatly in the box.

(Cell Phones are strictly prohibited in the Examination Hall)

Answers with overwriting will be ignored while awarding marks.

6



ANDHRA UNIVERSITY

SCHOOL OF DISTANCE EDUCATION
VISAKHAPATNAM 530 003 : ANDHRA PRADESH
MBA (Marketing / Finance / HRM) / MCA TEST
INSTRUCTIONS BOOK-LET

Time & Date 10.00 a.m. to 12.30 p.m. 5th September 2010

Last date for receipt of filled in application form : 25.8.2010 Upto 5.00 p.m
With a late fee of Rs. 300/- upto : 30.8.2010 Upto 5.00 p.m

Eligibility for appearing the Test

For MBA (Marketing / Finance / HRM) :

- I. a) Candidates should be Indian nationals residing in India. Candidates other than Indian nationals should satisfy the rules, regulations stipulated by Andhra University.
- b) **Educational qualification** : Candidates should have passed Bachelors degree in any faculty, except BFA and BAOL of Andhra University or any other University recognised by Andhra University as equivalent thereto, besides passing 10th class or equivalent examination with mathematics as one of the subjects of study. The candidate, with professional qualification like B.E / B.Tech / B.Pharm / Medicine / CA / ICWA / CS / AMIE / AIETE etc. are also eligible.
- c) The course is offered for fresh as well as In-service candidates. In-service candidates with a minimum of 2 years of work experience after graduation (qualifying examination) are only eligible for two year MBA Programme. However, the candidates with the Ten Years of experience after graduation can seek admission without test. (As on 1.7.2010)
- d) The course of study for MBA Programme under Distance Mode shall extend over a period of two Academic years in case of in-service candidates and three years in case of fresh candidates. However the eligible inservice candidates with M.Com./ CA/ ICWA/CS will be permitted to complete two year MBA Programme under distance mode within one-year duration by exempting those papers already studied in their respective PG Degree or Professional Degree. In case of MCA, MA (Economics, Applied Economics) M.Sc. Statistics, etc., certain papers will be given exemption and the duration remains two years. However, all the above candidates have to qualify in entrance test.

- For MCA :**
- i) **Educational qualification** : Candidates should have passed Bachelor's degree in any faculty, except BFA and BAOL of Andhra University or any other University recognised by Andhra University as equivalent there to, besides passing Intermediate or +2 examination with Maths as one of the subjects of study.
 - ii) The Course of Study for MCA Programme shall extend over a period of three Academic Years. However incase of candidates with PGDC PA of AU, the study period is two years.

II. Schedule of dates :

- a) Commencement of sale of application forms : 24/07/2010
- b) Last date for receipt of filled in application form : 25/08/2010
- c) With a late fee of Rs. 300/- upto : 30/08/2010
- d) Date and time of Entrance Test : 10.00 am to 12.30pm.

5-09-2010 (Sunday)

- III. Cost of application form for Entrance Test* : **Rs. 300/- (By Hand)**
(Inclusive of registration and test fee) : **Rs. 350/- (By Post)**

Application must be affixed with an attested Black & White passport size photograph taken after 01/01/2010.

Candidates indulging in impersonation are liable for prosecution inviting a punishment of imprisonment of 3 to 7 years with or without fine ranging from Rs. 5000/- to Rs. 20,000/-.

IV. **Medium of Test : English only**

Hall-tickets will be issued to candidates in person one day before the commencement of the examination at the respective centres.

- Examination Center :**
- 1) Govt Arts College for Men, Srikakulam.
 - 2) School of Distance Education , A.U. Campus, Visakhapatnam.
 - 3) PR Govt College, Kakinada.
 - 4) Govt. Arts College, Rajahmundry.
 - 5) Satavahana College Chuttagunta, Vijayawada.
 - 6) R.G. Kedia College of Commerce, Near New Chadarghat Bridge, Hyderabad.

The number of seats are limited. Rule of reservation will be followed as per the norms of the University. Rank obtained in the test will be valid for admission into MBA (Marketing / Finance / HRM) / MCA course offered by the School of Distance Education, Andhra University for the academic year 2010-11 only.

* Candidates can also download the application form from our website WWW.andhrauniversity.info/sde. However they have to pay Rs. 300/- by way of DD drawn in favour of Registrar A.U. towards cost of application form along with the application.

PROFORMA OF SERVICE CERTIFICATE

SERVICE CERTIFICATE

(To be signed by Head of the Department / Employer)

This is to certify that Sri / Smt./ Kum
S/o D/ois working as
in our Office / Institution in the scale of pay Rs (Rupees)
from till date (Total Service : Years Months Days
..... as on 01/07/2010 and his / her services are found to be Good/ Satisfactory.

We have no objection to Sri / Smt / Kum
taking admission into the two year MBA (Marketing, Finance, HRM) Programme by Andhra University through Distance
Mode.

Place :

Signature :

Date :

Designation:

Office Seal :

* Applicable to the candidates who are seeking admission into two year MBA Programme.

CHECK LIST :

Enclose the following with Application form :

1. Xerox Copies of Service Certificate from Head of the Department / Employer. (incase of two year MBA Programme).
2. Degree Certificate / Provisional Certificate of qualifying examination. (Xerox Copy Only).
3. SSC / Equivalent examination marks statement.
- 2a. Intermediate or +2 examination certificate (in case of MCA Programme)
3. Date of Birth extract.
4. Xerox Copies of Caste and Income Certificate in case of SC/ST Candidates.
5. Two Self-Addressed envelopes of 9" x 4" size.

Note : Original Certificates are to be produced at the time of admission.

INFORMATION ABOUT THE TEST

General Information : The test is designed to measure the candidate's ability to think systematically, to employ the verbal and mathematical skills and to assess his/her aptitude for admission into MBA Programme. The Test emphasizes accuracy. Therefore, the candidate is required to go through the instructions carefully. This is an objective type test and the questions are of multiple choice. Out of the given options, the candidate has to choose the correct answer. If the Candidate gives more than one answer to any question, such answers will be ignored while awarding marks.

PATTERN OF THE TEST : The test consists of 200 questions of 1 mark each in the following topics:

Section-A : Analytical Ability No of Questions

- | | |
|----------------------|----|
| i. Problem Solving | 55 |
| ii. Data Sufficiency | 20 |

Section-B : Mathematical Ability

- | | |
|-----------------------------------------|----|
| i. Arithmetical Ability | 35 |
| ii. Algebraical and Geometrical Ability | 30 |
| iii. Statistical Ability | 10 |

Section-C : Communication Ability

- | | |
|--------------------------------------|----|
| i. Vocabulary | 10 |
| ii. Business and Computer Technology | 10 |
| iii. Functional Grammar | 15 |
| iv. Reading Comprehension | 15 |

ToTal	<u>200</u>
--------------	-------------------

**DURATION OF THE TEST :
2 1/2 HOURS (150 MINUTES)**

IMPORTANT INSTRUCTIONS TO CANDIDATES :

1. Candidates are directed to carry to the examination hall the following:
 - a. Ball Point Pen (Blue or Black).
 - b. One or Two HB Pencils
 - c. Eraser (Rubber); and
 - d. Sharpener.
2. Besides the items listed above, the candidate should not bring any other material including the instructions booklet into examination hall. Candidates should not bring Papers, Cell Phones etc., into the examination hall. Any candidate found in possession of any forbidden material, will be sent out of the examination hall.
3. Candidates must remain seated in their allotted places till the completion of the examination. In no case they will be allowed to leave the examination hall till the end of the examination. Before leaving the examination hall, the candidates must return to the invigilator both the question paper booklet and the Answer Sheet.
4. Every candidate appearing for Entrance Test shall be provided with a specially designed return answer sheet on which the candidate has to mark the answers and other relevant data. The method of marking the answers is illustrated in this section.
5. Candidates shall read carefully the instructions before starting to answer the questions.
6. The question paper booklet given to the candidate shall consist of 200 multiple choice type questions in three different sections with four responses given to each question, out of which only one response is correct for the given question. Candidates shall mark the correct answer in answer sheet.

SYLLABUS AND MODEL QUESTION PAPERS

Section - A Analytical Ability : 75Q (75 Marks)

1. Data Sufficiency : 20Q (20 Marks)

A question is given followed by data in the form of two statements labelled as I and II. If the data given in I alone is sufficient to answer the question then choice (1) is the correct answer. If the data given in II alone is sufficient to answer the question choice (2) is the correct answer. If both I and II put together are sufficient to answer the question but neither statement alone sufficient, then choice (3) is the correct answer. If both I and II put together are not sufficient to answer the question additional data is needed, then choice (4) is the correct answer.

Problem Solving 55Q (55 Marks)

a) Sequences and Series 25Q (25 Marks)

Analogies of numbers and alphabets, completion of blank spaces following the pattern in a:b: :c:d relationship; odd thing out: missing number in a sequence or a series.

b) Data Analysis 10Q(10 Marks)

The data given in a Table, Graph, Bar diagram, Pie Chart, Venn Diagram or a passage is to be analysed and the questions pertaining to the data are to be answered.

Coding and Decoding Problems 10Q (10 Marks)

A code pattern of English Alphabet is given. A given word or a group of letters are to be coded or decoded based on the given code or codes.

Date, Time&Arrangement Problems 10Q (10 Marks)

Calendar problems, Clock Problems, blood relationships, arrivals, departures and schedules: seating arrangements, symbol notation interpretation.

Section - B: Mathematical Ability : 75Q (75 Marks)

I. Arithmetical Ability : 35Q (35 Marks)

Laws of indices, ratio and proportion; surds; numbers and divisibility, 1.c.m. and g.c.d; Rational numbers,; Ordering; Percent Profit and loss; Partnerships, Pipes and cistems, time, distance and work problems, areas, and volumes, mensuration, Modular Arithmetical.

II. Algebraical and Geometrical Ability 30 Q (30 Marks)

Statements, Truth tables, implication, converse and inverse, Tautologies-Sets, Relations and functions, applications, Equation line in different forms. Trigonometry - Trigonometric ratios, Trigonometric ratios of standard angles ($0^\circ, 30^\circ, 45^\circ, 60^\circ, 90^\circ$) Trigonometric identities: simple problems on heights and distances Polynomials; Remainder theorem and consequences; equations and expressions; Progressions, Binomial Theorem, Matrices, Notion of a limit and derivative Plane geometry. Triangles, Quadrilaterals, Circles, Coordinate geometry-distance between points and

III. Statistical Ability : (10Q (10 Marks)

Frequency distributions, Mean, Median, Mode, Standard Deviations, Correlation, Simple Problems on Probability

Section-C : Communication Ability : 50Q (50 Marks)

Objectives of the Test

Candidates will be assessed on their ability to

1. Identify vocabulary used in the day-to-day communication.
2. Understand the functional use of grammar in day-to-day communication as well as in the business contexts.
3. Identify the basic terminology and concepts in computer and business contexts (letters, reports, memoranda, agenda, minutes etc.)

4. Understand written text and drawing inferences.

Part 1 : Vocabulary 10Q (10M)

Part 2 : Business and computer terminology 10Q (10 M)

Part 3 : Functional Grammer

Part 4 : Reading Comprehension (3 Passages) 15Q (15 M)

MODEL QUESTION PAPER

Section A : Analytical Ability :

1. The missing number in the sequence is 26,37,46,_____, 66,77,86
 - i. 47
 - ii. 53
 - iii. 55
 - iv. 57
2. ABC : GHI :: JKL : _____
 1. OPQ
 2. PQR
 3. QRS
 4. RST
3. 64 : 125 :: _____ 27
 1. 8
 2. 4
 3. 2
 4. 1
4. In a code each letter of English alphabet is shifted backwards to four places cyclically like EO V..... A O W and so on. The word code as ZKYPKN is
 1. Doctor
 2. Letter
 3. Killer
 4. Former
5. Find the odd thing out
 1. 111
 2. 2222
 3. 33333
 4. 444
6. A clock strikes once at 10⁰ clock: thrice at 30⁰ clock and so on. The total number of strokes that the clock strikes in 24 is
 1. 156
 2. 256
 3. 288
 4. 300
7. The ratio of professionals to teachers is
 1. 2:3
 2. 1:3
 3. 3:2
 4. 3:1
8. If 1980 were engaged in labour, how many were unemployed?
 1. 2540
 2. 2680
 3. 2640
 4. 2460

Section B : Mathematical Ability

1. If a person buys 5 pens at Rs. 9/- each another 5 pens at Rs. 13/- each and sold all the 10 pens at Rs. 12/- each then the percentage of profit is
 1. 10
 2. 11
 3. 100/11
 4. 9
2. The average monthly salary per head of all workers in a factory is Rs. 950. The average monthly salary per head of 15 officers among them is Rs. 5250. The average monthly salary of the rest is Rs. 850. The total number of workers in the factory is
 1. 650
 2. 660
 3. 630
 4. 670
3. The length and breadth of a rectangular field are in the ratio of 5:4. If its perimeter is 360 meters then its area in square meters is
 1. 400
 2. 4000
 3. 8000
 4. 8200
4. A certain amount of money given on compound interest becomes Rs.2420/- in two years and Rs.2662/- in three years. The rate of interest is
 1. 5%
 2. 8%
 3. 12%
 4. 10%
5. Let $p =$ "He is hard working" and $q =$ "He will win", then the statement. "He is not hard working and he will not win" in symbollic form is
 1. $p \vee q$
 2. $(\neg p) \vee (\neg q)$
 3. $(\neg(\neg p)) \vee (\neg q)$
 4. $(\neg p) \wedge (\neg q)$
6. The coefficient of X^4 in the expansion of $(1+X)^7$ is
 1. 35
 2. 28
 3. 24
 4. 21
7. The fifth term of a G.P. is 162 and its eighth term is 4274. Its first term is
 1. 3
 2. 4
 3. 2
 4. 1
8. If $A = \{-1, 0\} \times \{0, -1\}$ then $A^3 = A^2 =$
 1. A
 2. -A
 3. 2A
 4. -2A

9. $1/\sin 60^\circ + \cos 60^\circ =$
1. $1/2 \sqrt{3+1}$
 2. $\sqrt{3+1}$
 3. $1/2 \sqrt{3-1}$
 4. $1/2 \sqrt{3+1}$
10. Probability of getting an even number on a throw of dice is
1. $1/6$
 2. $1/2$
 3. $1/3$
 4. $1/4$

Section C : Communication Ability

Part 1

1. i. Choose the correct meaning for the word Scorch means
 1. to peal
 2. to rub
 3. to burn
 4. to pour
- ii. Charisma means
 1. Speciman Charm
 2. fashion
 3. good character
 4. charity
- iii. Animosity means
 1. love of animals
 2. to be like animals
 3. hostility
 4. hatred
- iv. Celebrity means
 1. to celebrate
 2. famous person
 3. to select a person
 4. a person who celebrates
2. Fill in the blanks choosing the correct word
 - i. Waiter bring me a ----- cup of coffee
 1. thick
 2. strong
 3. heavy
 4. solid
 - ii. I drove through -----traffic
 1. strong
 2. heavy
 3. big
 4. solid

Part 2

Choose the correct answer

1. 'Minutes' is a document which is given to the members.
 1. before
 2. after
 3. during
 4. after one year of the meeting

2. A 'broker' is
 1. someone who breaks a promise
 2. someone working between the buyer and the seller
 3. a banker
 4. someone who deals in broken things
3. A 'memo' is
 1. an inter departmental communication
 2. a threatening letter
 3. a random note
 4. a note to be mentioned
4. 'Assets' means
 1. a set of things
 2. everything a business person owns
 3. everything a person owns
 4. everything a person promised to pay
5. C D means
 1. Composing disk
 2. Compact disk
 3. Compact desk
 4. Comparable disk
6. 'Program' means
 1. a sequence of events
 2. games on computer
 3. a set of special instructions
 4. general entertainment
7. 'Logo' refers to
 1. patented symbol
 2. a special language
 3. logging in data
 4. logically

Part 3

Choose the correct answer

1. 'How are you?' This is
 1. a question
 2. an enquiry
 3. a greeting
 4. an expression showing anxiety
2. 'Can I borrow your pen?' The speaker is
 1. asking a question
 2. expressing doubt
 3. making a statement
 4. making a request
3. A: It's very difficult to give up smoking
 B: If I were you I would try it once
 1. B is making a suggestion
 2. B wants to be like A
 3. B was like A
 4. B wants to give up smoking

4. Fill in the blank with the appropriate verb
- i. If you.....to be successfull in life, work hard
1. want
 2. wanted
 3. will want
 4. wanting
- ii. They were alla film on the TV
1. seeing
 2. watching
 3. looking at
 4. observing

Part 4

Read the following passage and answer questions 1-5

If people who commit crimes are not punished, they will go on committing crimes. We have therefore, a police for investigating crimes and apprehending criminals. In the same way, if there are disputes among persons over property contracts, rights, and other matters, they have to be decided in a court of law. These are called civil cases and are decided by the law courts according to the civil law. Cases of crime are dealt with according to the civil law. It is not easy to find out whether a person accused of committing a crime is really guilty. So in every such case evidence has to be produced to whether he did or did not commit the crime. In civil cases also each party to a case has to produce evidence to prove its claim. The process of administering justice is quite complicated, but if justice is not done, there will be great disorder.

1. A police force is necessary because it
 1. settles disputes among persons
 2. decides civil cases
 3. inquires into crimes and arrests criminals
 4. punishes those who commit crimes
2. Civil cases are decided by
 1. the police
 2. the civil courts
 3. the public
 4. the administration
3. To find out if the accused is guilty, we need
 1. the evidence
 2. the decision of the court
 3. the criminal law
 4. the administration
4. A person is adjudged guilty if there is
 1. a case against him
 2. an accusation against him
 3. an evidence aganist him
 4. an arrest warrant against him
5. "The process of administering justice is quite complicated, but if justice is not done, there will be great disorder". above sentence implies that
 1. disorder results in the process of administering justice
 2. disorder is created because justice is administered in a complicated way
 3. absence of justice leads to disorder
 4. the cause of disorder is always absence of justice