

Not for sale



SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM

(FORM OF APPLICATION FOR REGISTRATION)

MAY / JUNE, 201.....

FOR OFFICE USE

Register Number

P.G. DIPLOMA EXAMINATION IN
(Specify the Subject)

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

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

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

2. Full Name including surname	In English	
	In Mother Tongue	

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

4. Present Address

Mobile No.

5. Particulars of qualifying Degree Examination already passed i.e., B.A., B.Com., B.Sc., etc.	Examination	Month & Year	Centre	Regd. No

6. Optional Subject in PG Diploma Course

7. Examination for which the candidate is appearing subjects (s) (Marks for the whole Examination or Subject (s) appearing now)	Whole	Paper I	Paper II	Paper III	Paper IV	Paper V	Paper VI	Paper VII	Paper VIII	Viva Voce

8. Examination for which the Candidate is appearing (only for PGDCRS candidates)	Group - I	Group - II	Group - III
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9. * Particulars of Previous Pass / appearance if any i) All the candidates should furnish the Regd. No. with which they have appeared / passed. ii) Candidates appearing under improvement of class should furnish the Regd. Nos. of the Papers in any particular appearance (s) which they wish to have clubbing with that of the present appearance marks.	Month & Year		Regd. No.
	Paper I		
	Paper II		
	Paper III		
	Paper IV		
	Paper V		
	Paper VI		
	Paper VII		
	Paper VIII		
	Viva Voce		

10. Compulsory Xerox copies

1. All marks statements already appeared
2. Two self Addressed Covers 11 x 5 Size
3. Identity Card Xerox

* This column need not be filled in the case of candidates appearing for the first time.
Enquiries from candidates as to the receipt of their application in the Office of the Director will not receive attention. Candidates are therefore advised to send their applications by Regd. Post with acknowledgment due so that they may have a ready means of knowing that their applications have reached the office.

10. Fees Particulars :

Amount Rs. :

In words :

Demand Draft No. :

Date of payment :

Station :

Signature of the Candidate

Date :

**DIRECTOR
SCHOOL OF DISTANCE EDUCATION**

INSTRUCTION TO THE CANDIDATES

Candidates for the University Examinations are required to observe the following Instructions carefully :

1. Applications for admission to this examination must be forwarded so as to reach the Director, School of Distance Education not later than the notified date and must be accompanied by the receipt for the fee paid

The fee prescribed for the examination including fee for marks, stationery and Provisional Certificate as follows :

All Exams (including cost of Provisional Certificate)

Whole Examination	Rs. 1000/-
For one Subject	Rs. 400/-
For two Subjects	Rs. 800/-
For three Subjects or above	Rs. 1000/-

Candidates who appear for Examination under improvement of class shall pay the re-appearance fee of Rs. 1,000/- in addition to the prescribed examination fee and should write "FOR IMPROVEMENT" on the right side top of the Examination Application Form.

The Fee Once paid will in no circumstances be returned or held over for a subsequent examination.

- N.B :**
- Candidates should read instructions before filling up application.
Candidates should enclose a self-addressed covers 2 Nos. (11"x5")
 - Identity Card Xerox copy enclose.
 - The candidates who appeared any Exams Previously have to enclose Xerox copies of Marks Statements compulsorily otherwise their application will not be Processed.

Examination Centres :

- All P.G. Diploma Courses - School of Distance Education,
Andhra University, Visakhapatnam.

SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY, VISAKHAPATNAM
P.G. DIPLOMA EXAMINATION IN

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HALL TICKET

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Register Number

This is to certify that _____

Son /daughter of _____ is a candidate for the P.G Diploma Examination to be held at **S.D.E., A.U., Visakhapatnam**. He / she desires to appear for the following papers :

- Paper I
- Paper II
- Paper III
- Paper IV
- Paper V
- Paper VI
- Paper VII
- Paper VIII
- Viva-voce

Visakhapatnam :

Date :

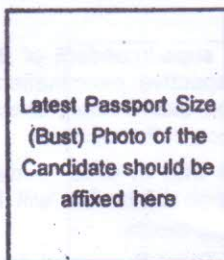
DIRECTOR
SCHOOL OF DISTANCE EDUCATION

CERTIFICATE OF IDENTITY

Signature of the Candidate _____

This is to certify that _____

Son/daughter of _____ and his / her signature was taken in my presence and he / she bears to following Identification Marks.



1.

2.

Station :

Date :

Signature of the Attesting Officer
not below the rank of Gazetted Officer

DIRECTOR
School of Distance Education

Note : The Photos should be affixed and attested by the Attesting Officer both in the Application Form and Certificate of Identity in both original and duplicate.

The attesting Officer's signature should be right across the photo extending over the blank space also.

INSTRUCTIONS TO CANDIDATES APPEARING FOR EXAMINATION

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 place in the Examination hall atleast 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. 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 Candidate will be allowed to leave the examination room till the expiry of atleast 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 with in that period.
6. Candidates are forbidden to ask questions of any kind during 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 the disciplinary action.
7. Candidates are not allowed to 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 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 of the room forthwith and his/her conduct will be reported to the 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 the student answering paper in Mathematics. The use of Mathematical instruments, while answering papers in Mathematics, will be allowed. Such instruments will not be supplied by the University.)

8. Clark's Mathematical and Physical tables will be supplied to the 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. Answers should be written on the reverse of the answer book. All rough work must be done on the right hand side of the problem itself leaving a margin for that purpose with the heading 'rough work' underlined. The number of each question as given in the question paper should be noted both on the margin and in the centre 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 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 Answer Books from him.
12. Candidates sitting for the examination at the different centres 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 applications are registered.)

13. Candidates appearing at centres where they are not known, must be prepared to satisfy the Chief Superintendents of such centres as to their identity. They shall also be required to sign on the identification certificates produced by them before the Chief Superintendents 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 in Government not lower in rank than as Sub- Magistrate in Andhra Pradesh.
14. Revaluation : Candidate intended to apply for revaluation in particular paper or whole subjects, should apply within 15 days from the date of result printed on the marks list on payment of Rs. 750/- per each paper.

(BY ORDER)

DIRECTOR
School of Distance Education

SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY, VISAKHAPATNAM
P.G. DIPLOMA EXAMINATION IN

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- Paper VII
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- Viva-voce

Visakhapatnam :

DIRECTOR

Date :

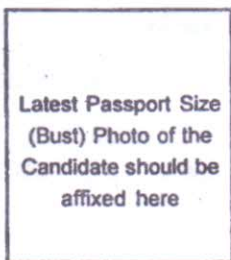
SCHOOL OF DISTANCE EDUCATION

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Signature of the Candidate _____

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School of Distance Education

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(By Order)

DIRECTOR
School of Distance Education



ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION
VISAKHAPATNAM 530 003 : ANDHRA PRADESH

Phone: 0891-2844164, 2754966, 2844142, 7702257813

Website: www.andhrauniversity.edu.in

P.G. DIPLOMA EXAMINATIONS, JUNE - 2019

TIME – TABLE

Date & Day		Paper / Title / Subject	Time: 2.00 pm to 5.00 pm
P.G. Diploma in Translation			
10.06.2019	Monday	Paper – I Theory of Translation and Standard Modern Telugu	
11.06.2019	Tuesday	Paper – II General Translation English to Telugu and Telugu to English	
12.06.2019	Wednesday	Paper – III Translation of Official Correspondence - (From English to Telugu and Telugu to English)	
13.06.2019	Thursday	Paper – IV <i>Optionals</i> 1. Translation of Official Correspondence (From Hindi to Telugu and Telugu to Hindi) 2. Translation of Official Reports (From English to Telugu) 3. Translation of Official Codes (From English to Telugu)	
P.G. Diploma in Environmental Studies (w.e.f 2003-04 Batch)			
10.06.2019	Monday	Paper – I Man and Environment	
11.06.2019	Tuesday	Paper – II Environmental Pollution and Management	
12.06.2019	Wednesday	Paper – III Environmental Health, Education, Law and Policy	
13.06.2019	Thursday	Paper – IV Environmental Economics	
14.06.2019	Friday	Paper – V (A) Environmental Impact, Assessment, Audit and Environmental Problems of India.	
15.06.2019	Saturday	Paper – VI Viva-Voce * Environmentalists' Dairy (From 9am onwards) at SDE, AU	
P.G. Diploma in Functional English			
10.06.2019	Monday	Paper – I Communication Skill (Listening & Speaking)	
11.06.2019	Tuesday	Paper – II Communication Skill II (Reading and Writing)	
12.06.2019	Wednesday	Paper – III Remedial Grammar	
13.06.2019	Thursday	Paper – IV Opts. 1. Business English <i>or</i> 2. Academic English	
14.06.2019	Friday	* Viva-Voce (From 9.00am onwards) at SDE, AU	
P.G. Diploma in Travel & Tourism Management			
10.06.2019	Monday	Paper – I Tourism in India – History and Development	
11.06.2019	Tuesday	Paper – II Tourism Management	
12.06.2019	Wednesday	Paper – III Travel Management	
13.06.2019	Thursday	Paper – IV Accommodation Management	

(P.T.O)

Date & Day		Paper / Title / Subject	Time: 2.00 pm to 5.00 pm
P.G. Diploma in Cooperation and Rural Studies			
10.06.2019	Monday	Group – I 1 st Paper Rural Economics	
11.06.2019	Tuesday	Group – I 2 nd Paper Bus. Mgt. with Special Reference to Cooperatives	
12.06.2019	Wednesday	Group – I 3 rd Paper Accountancy & Auditing	
13.06.2019	Thursday	Group – II 4 th Paper Banking (Theory & Practice)	
14.06.2019	Friday	Group – II 5 th Paper Cooperation (Theory & History Practice)	
15.06.2019	Saturday	Group – II 6 th Paper Co-operative Law and Administration (Legal Framework of Cooperative)	
15.06.2019	Saturday	Viva-Voce *Practical Record (From 6.00 pm to 8.00pm onwards)	
16.06.2019	Sunday	From 9.00 a.m. onwards at School of Distance Education, AU	

Date & Day		Paper / Title / Subject	Time: 2.00 pm to 5.00 pm
P.G. Diploma in Management of Voluntary Organization			
10.06.2019	Monday	Paper – I Perspectives of Development and Welfare	
11.06.2019	Tuesday	Paper – II Voluntary Organization	
12.06.2019	Wednesday	Paper – III Management of Voluntary Organization	
13.06.2019	Thursday	Paper – IV Project Management	
14.06.2019	Friday	Viva-Voce* Field work (9.00am onwards at SDE, AU)	

Date & Day		Paper / Title / Subject	Time: 2.00 pm to 5.00 pm
P.G. Diploma in Disaster Management			
10.06.2019	Monday	Paper – I Basics of Disaster	
11.06.2019	Tuesday	Paper – II Hazards, Risk and Vulnerability Assessment	
12.06.2019	Wednesday	Paper – III Pre-Disaster Management	
13.06.2019	Thursday	Paper – IV Post-Disaster Management – Rescue, Relief and Reconstruction	
14.06.2019	Friday	Paper – V Disaster and Environmental Consequences	
15.06.2019	Saturday	Viva-Voce* Dissertation (Project Work) (10.00am onwards at SDE, AU)	

Date & Day		Paper / Title / Subject	Time: 2.00 pm to 5.00 pm
P.G. Diploma in Consumer Education			
10.06.2019	Monday	Paper – I Consumerism	
11.06.2019	Tuesday	Paper – II Consumer Protection Laws	
12.06.2019	Wednesday	Paper – III Consumer Protection Act 1986	
13.06.2019	Thursday	Paper – IV Consumer and Society	
14.06.2019	Friday	Paper – V Consumer Case Laws	
15.06.2019	Saturday	Project Work	

Date & Day		Paper / Title / Subject	Time: 2.00 pm to 5.00 pm
P.G. Diploma in Functional Hindi & Translation			
10.06.2019	Monday	Paper – I Social Context of Language and Functional Hindi	
11.06.2019	Tuesday	Paper – II Official Correspondence, Administrative Drafting, Noting and Letter Writing	
12.06.2019	Wednesday	Paper – III Principles of Translation	
13.06.2019	Thursday	Paper – IV Applied Translation (from Telugu & English to Hindi)	
14.06.2019	Friday	* Viva-Voce (From 10.00am onwards) at SDE, AU	

Visakhapatnam
Date:15.05.2019

DIRECTOR



ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION

VISAKHAPATNAM 530 003 : ANDHRA PRADESH
Phone: 0891-2844142, 2550223, 2575745 Fax No.0891-2575752
Website: www.andhrauniversity.edu.in

Prof. B. Mohini
DIRECTOR

No.SDE/PG Diploma Exam/2019

Date:15.05.2019

Dear Student,

Hope that you have already received the examination application form for PG Diploma Examinations for the academic year 2018-19 of School of Distance Education, Andhra University. The last date for submission of filled in Examination application is as given below.

Examination	Last date for payment of fee and submitting applications	Fee Rs.	Date of commencement of Examinations.
All PG Diploma Courses	31.05.2019	1,000.00	10.06.2019

However, applications will be accepted with a penal fee of Rs.300/- from **01.06.2019** to **05.06.2019**.

Applications received after the due date i.e., **05.06.2019** even with maximum penal fee will not be accepted. Incomplete and effective application will be summarily rejected.

NOTE: Attendance at the Personal Contact Programme for the above PG Diploma programmes, except PGDT and PGDFE, is compulsory and failure to attend to the programme will automatically disqualify you from attending the examinations.

NOTES:

1. The candidates are informed that the defaulters of tuition fee to the School of Distance Education, Andhra University will not be permitted to take the examination and those who have already paid, should pay the necessary tuition fee by Demand Draft in favour of the **Registrar, Andhra University, Visakhapatnam** without any further delay.
2. 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 in no circumstances be returned or held over for a subsequent examination.
3. The examination fee include Rs.100/- towards provisional certificate. Hence, the candidate need not apply separately for provisional certificate.
4. The candidates who appeared for any examinations previously have to enclose Xerox Copies of marks statements compulsorily, otherwise their applications will not be processed.
5. The schedule of PGDCPA examinations will be issued separately.
6. **Candidates will be supplied 32 pages of Answer Sheets booklet in the examination hall from June 2009 onwards. They will not be supplied any other examination additional answer sheets.**