

**Prof. L.D.Sudhakara babu,M.A,Ph.D**  
**Director**  
SDE/EI/Certificate Courses-Exams/(Jan-June)2015

Dt:11-05-2015  
Visakhapatnam

**By Registered Post**

Dear Student,

**Sub:** Certificate Courses–Personal Contact Programme (Jan-June)2015 Batch - Intimation-Regd.,

Dear Student,

Sub:Conduct of Examinations for Computer Certificate courses((Jan-June)2015 batch in June 2015- regd.

Please find enclosed one Examination application for Certificate Courses Examinations of the School of Distance Education to be held in June 2015. The Last date for payment of examination fee,the amount to be paid etc., are given below:

Examination	Last date for payment of fee And Submitting applications	Fee Rs.	Date of commencement of Examinations
Certificate courses	06-06-2015	855.00*	30-006-2015

\*Candidates appearing First time for the Examination need not Pay Examination Fee.Candidates appearing subsequently need to pay @Rs.355/per subject,Rs.605/ for two subjects and Rs.855 for whole examination

The candidate has to send the duly filled in Application form on or before the last date as specified above. However applications will be accepted with a penal fee of Rs300.00 between 07-06-2015 to 12-06-2015. Applications received after the due date, incomplete and defective applications will be summarily rejected. The candidate has to carefully go through the instructions given in the Application form before filling the application.The candidate should note that the application form contains the Hall-Ticket in duplicate also. The signature of the candidate is necessary both on the Hall-ticket and examination application form.

**Note:**

1.All the students who are on Rolls of the School of Distance Education or admitted earlier and who have fulfilled the requirements are eligible to take the examination.

**Payment of examination:**

Students appearing for the first time need not pay examination fee. The candidates appearing subsequently have to pay the examination fee through a Crossed Demand Draft on any Nationalized Bank drawn in favour of Registrar, Andhra University,Visakhapatnam payable at Visakhapatnam The name of the Candidate, Code number and the purpose of the remittance should be clearly mentioned on the covering letter and on the reverse of the demand draft. Challans,Cheques and money orders will not be accepted.

**Examination Center: School of Distance Education, Andhra University, Visakhapatnam**

**HALL TICKET:** The candidate has to collect the Original HALL Ticket from the Chief-Superintendent of the Examination Center, three days before the commencement of the examination. No further intimation will be sent to the candidates in this regard.

**Note2:** 1. Time-Table over leaf

2. Examination application can be down loaded from [www.andhrauniversity.edu.in/sde](http://www.andhrauniversity.edu.in/sde)

With best wishes

**Print 1/1**

**Director**

(PTO)

**SCHOOL OF DISTANCE EDUCATION**  
**Andhra University, Visakhapatnam-530 003**  
**Computer Certificate Courses (Jan-June) 2015 Batch**  
**Examination Time Table June-July 2015**

Days & Time	Subject code No	Subject	Theory/ Practicals	Max. Marks
Tuesday, 30 <sup>th</sup> June-2015 2.00 - 4.00 pm  4.30 - 6.30 pm	CCAA-1	Office Automation (Theory) (Common to all branches)  Office Automation (Practicals) (Common to all branches)	75  25	100
Wednesday, 1 <sup>st</sup> July-2015 2.00 - 4.00 pm  08.00 - 11.00 am 11.00 - 02.00 pm 04.00 - 07.00 pm	COMT-2 } COAA -2 } COIT - 2 }  COMT-2 } COAA-2 } COIT -2 }	Multimedia Technologies(Theory) Accounting Applications (Theory) Internet Technologies (Theory)  Practicals–for all branches)	75 75 75  25 25 25	100 100 100
Thursday, 1 <sup>st</sup> July -2015 08.00 - 11.00 am 11.00 - 02.00 pm 04.00 - 07.00 pm	COMT-3 } COAA -3 } COIT- 3 }	Project & Viva voce	100 100 100	100 100 100

Venue: Visakhapatnam – School of Distance Education, Andhra University

Visakhapatnam  
Dt: 11-05-2015

Director

// By order //

Print 1/2



**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY, VISAKHAPATNAM**  
(Form of Examination Application for Registration)

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Register Number

**Computer Certificate Courses(Jan-June 2015 Batch) Exam-June 2015**

**CENTRE: School of Distance Education., Andhra University, Visakhapatnam**

**N.B:** Candidates should read all instructions (over leaf) before filling up application

Latest pass port size (Bust) Photo of the candidate should be affixed here

S.D.E. Code No.	Course	Put( √ ) Mark
	COAA	COMT COIT

1. Full Name in English (including Surname) :  
in Mother tongue :

2. Age & Date of Birth :

3. Address for Communication :

Mobile No: \_\_\_\_\_ E-Mail Address \_\_\_\_\_ :

4. Particulars of Qualifying Degree Examination :  
already passed i.e 10th /Inter/ BA-B.Com Entrance Test Pass/

5. Examination for which the Candidate is appearing Subject(s), Mark√ for the whole Examination or Subject(s) appearing now.

Whole Examination	Put √ Mark
Paper-1	Office Automation
Paper-2	(Mention Specialization)
Paper-3	Project

6. \*Particulars of Previous pass/Appearance if any i. all the candidates should furnish the regd.nos with which they have appeared/passed ii. Candidates appearing under improvement of class should furnish the Regd.Nos of the Papers in appearance(s) which they wish to have clubbing with that of the present appearance marks

Year & Regd.No	Whole Exam	Paper-1	Paper-2	Paper-3/Project

8. Fee Particulars: Amount \_\_\_\_\_ Demand Draft No: \_\_\_\_\_ Bank Details: \_\_\_\_\_ Date: \_\_\_\_\_

\* Not Applicable for Candidates appearing for the First Time

Station:

Date:

Signature of the Candidate

NOTE: Instructions to the Candidates:

- Candidates should read all instructions(over leaf) before filling up application.
- Candidates should enclose a self-addresses cover (9"x4")
- Candidates who have not fully attended PCP are not eligible to write the Examinations.
- \* 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 SDE,AU 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 for knowing whether their applications have reached the office.
- 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.
- (a) Enclose all Marks Lists appeared Previously (b) Enclose 2 self addressed envelopes.



**School of Distance Education Andhra University  
Computer Certificate Courses(Jan-June 2015 Batch) Examination in June 2015**

For office use only

**HALL TICKET- Duplicate**

Register Number

SDE ID Number



This is to Certify that.....

Son/ Daughter of .....is a Candidate for the Certificate Course  
in computers Examination ----- to be held at .....center.

He/She desires to appear for the following Papers.( Put  $\checkmark$  mark in the appropriate box)

Ref.No	Name of the Paper	Sub.Code	Name of the Paper	Ref.No	Name of the Paper
COAA	Whole Examination	COMT	Whole Examination	COIT	Whole Examination
COAA-1	Office Automation	COAA -1	Office Automation	COAA-1	Office Automation
COAA-2	Accounting Applications	COMT-2	Multi media Technologies	COIT -2	Internet Technologies
COAA-3	Project	COMT-3	Project	COIT -3	Project

Visakhapatnam

Date:

Director

School of Distance Education



**School of Distance Education Andhra University  
Computer Certificate Courses(Jan-June 2015 Batch) Examination in June 2015**

**HALL TICKET- Original**

For office use only

SDE ID Number



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COAA	Whole Examination	COMT	Whole Examination	COIT	Whole Examination
COAA-1	Office Automation	COAA -1	Office Automation	COAA-1	Office Automation
COAA-2	Accounting Applications	COMT-2	Multi media Technologies	COIT -2	Internet Technologies
COAA-3	Project	COMT-3	Project	COIT -3	Project

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 the following identification marks:

Latest Passport  
Size (Bust) Photo  
of the candidate  
should be affixed  
here

- 1.
- 2.

Station:  
Date:

Signature of the attesting officer  
Not below the Rank of Gazatted officer

Director  
School of Distance Education

.....

**CERTIFICATE OF IDENTITY**

Signature of the Candidate.....

This is to certify that.....

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- 1.
- 2.

Station:  
Date:

Signature of the attesting officer  
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School of Distance Education

### **Instructions to Candidates appearing for Examinations**

Candidates for University Examination are required to observe the following instructions very carefully.

I .Silence should be maintained in the examination hall.

2.Candidates 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.

3.Candidates should bring their hall tickets with them to the examination Hall each day of the examination for inspection by the Chief Superintendent.

4. Candidates are prohibited from writing upon their Hall-tickets or question papers. Candidates are also prohibited from writing their names or any other name connected with the answers on any part of the answer books. The Register Number should be written very distinctly on the title page of the main answer book. Failure to write their Register Number may involve the rejection of answer papers. They should fill in the subject year on the outer cover of the main answer book.

5.No candidates will be allowed to leave the examination Hall till the expiry of at least an hour and a half after the question paper was given out,and no candidate who leaves the hall during the period allotted for a paper will be allowed to return within the 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 executive council for disciplinary action.

7.Candidates are not allowed the use of books of any kind (except as provided as rule 8). They are also prohibited from introducing into the Examination Hall any book, slate, blotting pad, card board, manuscript, type script or paper of any description and from making use of any of these whether introduced into the hall by themselves or by any one else, from communicating with or copying from each other and from communicating with any person outside the Examination Hall. Any candidate detected on the violation of these rules will be summarily sent out of the Hall forthwith and his conduct will be reported to the Director. Such candidates stands the risk of having all his answer papers for the Examination for which he has appeared rejected by the E.C and of being debarred from sitting for the university Examination for such period as the E.C may decide.

8.Clerk's mathematical and physical Tables will be supplied to candidates in Mathematics. Candidates should not bring in to the Examination Hall their own copies. Scientific calculators (non -programmable) are allowed.

9.Candidates are required to provide themselves with their own pens. Candidates may bring into the examination Hall their own inkbottles. They must however use only black ink while answering the question papers.

10.Particular attention is requested to the instructions regarding rough working and loose sheet paper, printed on the answer books. Answers should not be written on the reverse on the title page of the main answer book. Answers should be written on both sides of the remaining pages of the answer book. All rough work must be done on the right hand side of the problem itself leaving the 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 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. 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.

II .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 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 whom.

12.Candidates sitting for the examination at the different centers should apply the Superintendent of the respective center 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.

13.Candidates appearing at the centers where they are not known must be prepared to satisfy the chief Superintendents of such centers 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 centers, the identification Certificates may be obtained either from the Principal of an Affiliated College of the University or from any Gazetted officer in Govt service not lower in rank than a Sub-Magistrate in Andhra Pradesh.

14.Candidates are not allowed to make use of Cell Phones / Mobiles in the Examination Hall.