



SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM.

(Form of Application for Registration)

MHRM Degree Examination in

I/II YEAR (S)

Register Number

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

CENTRE : SDE, AU, VISAKHAPATNAM

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

2. Full Name including surname	in English	<input type="text"/>
	in Mother Tongue	<input type="text"/>

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

4. Present Address with Pincode, Phone Number and Mobile Number, if any	<input type="text"/>
	Cell No. / Phone No. <input type="text"/>

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

6. Examination for which the candidate is appearing subjects (s) Mark (P) for the whole Examination or Subject(s) appearing now	I Year		Paper		Paper		Paper		Paper		Paper	
	Whole		101	102	103	104	105	106	107	108	109	
	Theory										(Project Report & Field Work)	VIVA
	Assgn.										VOCE	
	II Year		Paper		Paper		Paper		Paper		Paper	
	Whole		201	202	203	204	205	206	207	208	209	
Theory										(Project Report & Field Work)	VIVA	
Assgn.										VOCE		

7. *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 if any which they wish to have clubbing with to that of the present appearance marks.	I Year		Paper		Paper		Paper		Paper		Paper	
	Whole		101	102	103	104	105	106	107	108	109	
	Theory										(Project Report & Field Work)	VIVA
	Assgn.										VOCE	
	II Year		Paper		Paper		Paper		Paper		Paper	
	Whole		201	202	203	204	205	206	207	208	209	
Theory										(Project Report & Field Work)	VIVA	
Assgn.										VOCE		

* This column need not be filled in the case of candidates appearing for the first time.

Candidates are hereby advised to send their applications by Regd. Post with acknowledgement 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 :

Date :

Signature of the Candidate

INSTRUCTION TO THE CANDIDATES

Candidates for this 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 includes fee for marks, stationery and Provisional Certificate as detailed below :

Whole Examination	Rs. 855/-
For one Subject	Rs. 355/-
For two Subjects	Rs. 605/-
For Three or more	Rs. 855/-

1. Improvement Provision for MHRM Course is allowed within a period of three years from the year of passing the examination. Hence, the candidates, who passed MHRM in 2012 or later are eligible to take whole examination either Previous or Final under this provision
2. Paper-wise improvement is also allowed only for one chance. i.e., immediately after passing the MHRM examination. Hence, the candidates, who passed in 2014 examination are only eligible to avail Paper-wise betterment provision.
3. An amount of Rs. 1,000/- is to be paid towards improvement fee per year in addition to the usual examination fee.

N.B.: i) Candidates should read instructions before filling up application.
Candidates should enclose a self-addressed covers 2 Nos. (9"X4")

ii) Enclose identity Card Xerox copy.

iii) The candidates who appeared any Exams previously have to enclose Xerox copies of Marks statements compulsorily otherwise their application will not be Processed.

2) Candidates submitting assignments or Field work report of Project Reports or appearing for Viva Voce Exam exclusively have also to submit Examination application for Registration along with the prescribed fee i.e., Rs. 355/- per subject not exceeding Rs. 855/-.

**DIRECTOR
SCHOOL OF DISTANCE EDUCATION**

Examination Centre :

School of Distance Education, Andhra University, Visakhapatnam only

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

(For Office use only)

Register Number



SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM

MHRM Degree Examination in.....

HALL TICKET

This is to certify that

Son / Daughter ofis a candidate for the

MHRM Degree Examination to be held at School of Distance Education, Andhra University, Visakhapatnam.

He / She desires to appear for the following papers :

I Year Whole			II Year Whole		
Paper I	101	Human Resource Management	Paper I	201	Strategic and International Human Resource Management
Paper II	102	Principles of Management	Paper II	202	Business Environment
Paper III	103	Labour Legislation & Case Law - I	Paper III	203	Labour Legislation & Case Law - II
Paper IV	104	Organisational Behaviour	Paper IV	204	Industrial Economics and Management of Technology
Paper V	105	Industrial Relations	Paper V	205	Research Methods and HR Skills
Paper VI	106	Human Resource Development	Paper VI	206	Management of Unorganised Labour
Paper VII	107	Employee Welfare & Labour Administration	Paper VII	207	Information Technology and Human Resource Information Systems
Paper VIII	108	Field work Report A) Observation Visits B) Concurrent Field work	Paper VIII	208	Project Report : A) Block Field Work (Internship) B) Dissertation
Paper IX	109	Viva-Voce	Paper IX	209	Viva-Voce

Visakhapatnam :

DIRECTOR

Date :

SCHOOL OF DISTANCE EDUCATION

CERTIFICATE OF IDENTITY

Signature of the Candidate

This is to certify that

Son/Daughter of his / her signature was taken in my presence and he / she bears to following identification Marks.

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

1.

2.

Station :

Signature of the Attesting Officer

DIRECTOR

Date :

not below the rank of Gazetted Officer

School of Distance Education

Note : 1. The Photos should be affixed and attested by the Attesting Officer both in the Application Form and Certificate of Identity in original and duplicate.

2. The Attesting Officer's Signature should be right across the photos extending over the blank space also.

**SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY**

INSTRUCTIONS TO CANDIDATES APPEARING FOR MHRM EXAMINATION

Candidates for University Examination 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 suffering from infectious disease 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 notconnected 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 only . 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 within that period.
6. Candidates are forbidden to ask questions of any kind during examination. They are further forbidden to communicate with the examiners. If 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 bringing into the examination room any material printed or unauthorised 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 bring 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 both sides of each answer sheet. All '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 half tickets three days before the commencement of the respective examination. 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 appearing for candidates to sit for the examination at a centre other than 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 Gvernment not lower in rank than as Sub-Magistrate in Andhra Pradesh.
14. Revaluation : Candidate intended to apply for revaluation in particulars subject 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.
15. Candidates are advised not to bring the Pager, Cellular Phone, Digital Diary or any other electronic gadgets inside the examination hall.

(BY ORDER)

**DIRECTOR
SCHOOL OF DISTANCE EDUCATION**

S.D.E. Code No. of the Candidate :
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(It will not be appearing for candidates to sit for the examination at a centre other than 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.)
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(BY ORDER)

**DIRECTOR
SCHOOL OF DISTANCE EDUCATION**

SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY - VISAKHAPATNAM

Prof. B. Mohini

Dt: 25-05-2017

Director

No. SDE/E.III/MHRM Exams/2017

Dear Student,

Please find enclosed one Examination Application Form of MHRM Examinations of the School Distance Education to be held during July, 2017. The last date for submission of examination application, date of commencement of examinations are given below:

Examination	Last date for Submission of Applications	Fee Rs.	Date of Commencement of Examinations
MHRM (Previous)	09-06-2107	855/-	05-07-2017
MHRM (Final)	09-06-2107	855/-	17-07-2017

However, applications will also be received with penal fee of Rs.300/- from 10-06-2017 to 17-06-2017.

The applications received in this office after 17-06-2017 the above date even with above penal Fee will not be accepted.

1. 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.
2. The candidate has to carefully go through the instruction 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.

Special Note :

1. **All the MHRM (previous) students who are on the rolls of the School of Distance Education and attended observation visits** are eligible to take this examination.
2. The candidates are informed that the defaulters of tuition fee to the School will not be permitted to attend the examination and those who have not already paid, should pay the necessary tuition fee by **Demand Draft drawn in favour of the Registrar, Andhra University, Visakhapatnam**, without any further delay.

HALL TICKET: The candidate has to collect the Hall Ticket from the Chief Superintendent of the respective Examination Center within three days before the commencement of the Examination. No further intimation will be sent to the candidates in this regard.

Field work report and project work report: The candidate has to submit the field work and Project work report at respective examination center at the time of viva-voce examination.

- * **Candidates will be Supplied 32 pages of Answer Sheets booklet in the Examination hall. They will not be supplied any other examination additional answer Sheets.**

Encl: 1. Examination Application
2. Time - Table over leaf

Yours Sincerely

PROF. B. MOHINI

PAYMENT OF EXAMINATION FEE AND SUBMISSION OF APPLICATION FROM :

The candidates have to pay the examination fee through a crossed Demand Draft drawn in the favour of **The Registrar, Andhra University, Visakhapatnam** payable at Syndicate Bank, SDE, Visakhapatnam - 3 or any Nationalised Bank The name of the candidates Code Number and the purpose of the remittance should be clearly mentioned on the Examination application along with the Demand Draft. The name of the candidates and complete Code Number are also to be noted on the reverse side of the Demand Draft. S.B.I. Challans, Cheques, MO's and Postal Orders will not be accepted.

The candidate has to send the duly filled in Application Form with the Demand Draft 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. 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. Incomplete applications are liable to be rejected. In case the Application is returned to the candidate due to any objection, the candidate has to resubmit the same among with the penal fee of Rs. 100/- besides the fees prescribed directly to the Director, School of Distance Education, Andhra University, Visakhapatnam, after complying with the objection raised.

PARTICULARS OF PREVIOUS PASS / APPEARANCE :

If the candidate has already appeared / passed in any part / subject (s) should enclose xerox copied of their Marks Memor and the year of passing, the Register 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.

Spot Receipt Centres :

The duly filled in examination application forms together with Demand Draft (with in the specified date) towards examination fee 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 :

- | | | |
|---|---------|--|
| I. Sir C.R.R. College, Eluru
Govt. College for Men, Srikakulam
Govt. College, Rajahmundry
S.K.B.R. College, Amalapuram | } | 23 rd & 24 th May 2017 |
| II. P.R. Govt. College, Kakinada
M.R. College, Vizianagaram
Sri Y.N.M. College, Narsapur | } | 25 th & 26 th May 2017 |
| III. School of Distance Education, A.U., VSKP. | | 1 st May 2017 onwards |

ఎగ్జామినేషన్ అప్లికేషన్ కు తప్పక జతపరచవలసినవి :

- 1) సెల్ఫ్ అడ్రస్ రాసిన రెండు 11'X 5' కవర్లు జత చేయవలెను.
- 2) I.D. కార్డు జెరాక్స్ జత చేయవలెను.
- 3) అప్లికేషన్ నందు ఎగ్జామినేషన్ సెంటర్ కోడ్ మరియు సెంటర్ పేరు తప్పనిసరిగా వ్రాయవలెను.
- 4) గతములో మీరు పరీక్షకు హాజరు అయినటువంటి మార్పు మెమోస్, జెరాక్స్ కాఫీలను మీ పరీక్ష ధరఖాస్తు నందు జతపరచవలెను.
- 5) బెటర్మెంట్ స్టూడెంట్స్ తప్పనిసరిగా పాస్ సర్టిఫికేట్ (Provisional Certificate) జెరాక్స్ జతచేయవలెను పై ఐదు, ఎగ్జామినేషన్ అప్లికేషన్ తో జతపరచని యెడల, ఎగ్జామినేషన్ అప్లికేషన్ మీకు త్రిప్పి పంపబడును.

HALL TICKET

The candidate has to collect the Original Hall Ticket from the Chief Superintendent of the Examination Centre three days before commencement of the respective examination. No further information will be sent to the candidates in this regard.

DIRECTOR

NOTE :

1. The candidates have to enclose two un-stamped self addressed envelopes (11" x 5" size).
2. The candidates have to note batch and Code Number completely on the top of the examination application form without fail, otherwise the application will be rejected.



**ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION
VISAKHAPATNAM 530 003**

TIME - TABLE

MHRM (PREVIOUS) YEAR-END EXAMINATIONS, JULY, 2017

Date & Day	Subject	Time
05-07-2017 Wednesday	101- Human Resource Management	2-00 PM to 5.30. PM
06-07-2017 Thursday	102- Principles of Management	2-00 PM to 5.30. PM
07-07-2017 Friday	103- Labour Legislation and Case Law I	2-00 PM to 5.30. PM
08-07-2017 Saturday	104- Organizational Behaviour	2-00 PM to 5.30. PM
10-07-2017 Monday	105- Industrial Relations	2-00 PM to 5.30. PM
11-07-2017 Tuesday	106- Human Resource Development	2-00 PM to 5.30. PM
12-07-2017 Wednesday	107- Employee Welfare and Labour Administration	2-00 PM to 5.30. PM
13-07-2017 Thursday 14-07-2017 Friday	108 & 109 – Viva-Voce at SDE, Visakhapatnam	10 am onwards

MHRM (FINAL) YEAR-END EXAMINATIONS, JULY, 2017

Date & Day	Subject	Time
17-07-2017 Monday	201- Strategic and International Human Resource Management	2-00 PM to 5.30 PM
18-07-2017 Tuesday	202- Business Environment	2-00 PM to 5.30 PM
19-07-2017 Wednesday	203- Labour Legislation and Case Law II	2-00 PM to 5.30 PM
20-07-2017 Thursday	204- Industrial Economics & Management of Technology	2-00 PM to 5-00 PM
21-07-2017 Friday	205- Research Methods and HR Skills	2-00 PM to 5-00 PM
22-07-2017 Saturday	206- Management of Unorganized Labour	2-00 PM to 5.30 PM
24-07-2017 Monday	207- Information Technology and Human Resource Information Systems	2-00 PM to 5-00 PM
25-07-2017 Tuesday 26-07-2017 Wednesday	208 & 209 - Viva-Voce at SDE, Visakhapatnam	10 am onwards

Examination Centre at School of Distance Education, A.U Campus only.

DIRECTOR

