

Not for sale



SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM

(FORM OF APPLICATION FOR REGISTRATION)

JULY, 2020

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	<input type="text"/>
	In Mother Tongue	<input type="text"/>

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Examination for which the Candidate is appearing (only for PGDCRS candidates)	Group - I	Group - II	Group - III
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>
	Paper II	<input type="text"/>	<input type="text"/>
	Paper III	<input type="text"/>	<input type="text"/>
	Paper IV	<input type="text"/>	<input type="text"/>
	Paper V	<input type="text"/>	<input type="text"/>
	Paper VI	<input type="text"/>	<input type="text"/>
	Paper VII	<input type="text"/>	<input type="text"/>
	Paper VIII	<input type="text"/>	<input type="text"/>
	Viva Voce	<input type="text"/>	<input type="text"/>

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. 1,000/-
For one Subject	Rs. 400/-
For two Subjects	Rs. 800/-
For three Subjects or above	Rs. 1,000/-

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 :**
- i) Candidates should read instructions before filling up application.
Candidates should enclose a self-addressed covers 2 Nos. (11"x5")
 - ii) Identity Card Xerox copy enclose.
 - iii) 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 :

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

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

JULY, 2020
HALL TICKET

(For Office use Only)
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 :

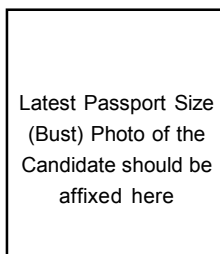
DIRECTOR
SCHOOL OF DISTANCE EDUCATION

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. COVID-19 rules should be followed STRICTLY.
2. Silence should be maintained in the Examination room.
3. 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.
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 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.
5. Candidates are not allowed to exceed the time assigned to each paper.
6. 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.
7. 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.
8. 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.)
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.)
14. 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.
15. 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

JULY, 2020
HALL TICKET

(For Office use Only)
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- Paper I
- Paper II
- Paper III
- Paper IV
- Paper V
- Paper VI
- Paper VII
- Paper VIII
- Viva-voce

Visakhapatnam :

Date :

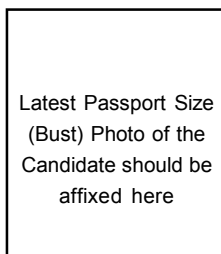
DIRECTOR
SCHOOL OF DISTANCE EDUCATION

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

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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, 7702257813 Fax No. : 0891-2575752
Website: www.andhrauniversity.edu.in

Prof. P. Hari Prakash

Date 02.06.2020

DIRECTOR

SDE/E-III/Supdt/2020

Dear Student,

Hope that you have already been received the examination application form for PG Diploma Examinations for the academic year 2019-2020 of the School of Distance Education. The last date for the payment of examination fee, the amount to be paid etc., are given below :

Examination	Last date for payment of Fee & Submitting Applications	Fee Rs.	Date of Commencement of Examinations
All PG Diploma Courses	30-06-2020	1,000.00	15-07-2020

However, applications will be accepted with a penal fee of **Rs. 300/-** from **01-07-2020 to 06-07-2020**

Applications received after the due date i.e. **06-07-2020** even with maximum penal fee will not be accepted. Incomplete and defective applications 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 will not be permitted to take the examination and those who have not already paid, should pay the necessary tuition fee by (Demand Draft in favour of the **Registrar, Andhra University, Visakhapatnam**) without any further delay.
2. **Candidates have to send the filled-in Examination Applications by REGISTRED POST only.**
3. 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.
4. The examination fee include Rs. 100/- towards provisional certificate. Hence, the candidates need not apply separately for provisional certificate.
5. The candidates who appeared for any exams previously have to enclose Xerox copies of Marks statements compulsorily otherwise their applications will not be processed.
6. The schedule of PGDCPA examinations will be issued separately.
7. **Candidates will be supplied 32 pages of Answer Sheets booklet in the examination hall from this year (June 2009) onwards. They will not be supplied any other examination additional answer sheets.**

PAYMENT OF EXAMINATION FEE AND SUBMISSION OF APPLICATION FORM :

The candidates have to pay the examination fee through a Crossed Demand Draft drawn in favour of the Registrar, Andhra University, Visakhapatnam payable at Visakhapatnam on any nationalised bank between 10.00 a.m. to 4.00 p.m. on all working week days. The name of the candidate, 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 candidate and complete code number are also to be noted on the reverse side of the Demand Draft. 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 by REGISTERED POST only 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 along with the penal fee of Rs. 100/- besides the fee 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 copies of their Marks Memo 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.

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 intimation 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 : ANDHRA PRADESH

Phone: 0891-2844164, 2754966, 2844142, 7702257813

Website: www.andhrauniversity.edu.in

P.G. DIPLOMA EXAMINATIONS, JULY - 2020

TIME – TABLE

Date & Day	Paper / Title / Subject	Time: 2.00 pm to 5.00 pm
P.G. Diploma in Translation		
15.07.2020	Wednesday	Paper – I Theory of Translation and Standard Modern Telugu
16.07.2020	Thursday	Paper – II General Translation English to Telugu and Telugu to English
17.07.2020	Friday	Paper – III Translation of Official Correspondence - (From English to Telugu and Telugu to English)
18.07.2020	Saturday	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)		
Time: 2.00 pm to 5.00 pm		
15.07.2020	Wednesday	Paper – I Man and Environment
16.07.2020	Thursday	Paper – II Environmental Pollution and Management
17.07.2020	Friday	Paper – III Environmental Health, Education, Law and Policy
18.07.2020	Saturday	Paper – IV Environmental Economics
19.07.2020	Sunday	Paper – V (A) Environmental Impact, Assessment, Audit and Environmental Problems of India.
20.07.2020	Monday	Paper – VI Viva-Voce * Environmentalists' Dairy (From 9am onwards) at SDE, AU
P.G. Diploma in Functional English		
Time: 2.00 pm to 5.00 pm		
15.07.2020	Wednesday	Paper – I Communication Skill (Listening & Speaking)
16.07.2020	Thursday	Paper – II Communication Skill II (Reading and Writing)
17.07.2020	Friday	Paper – III Remedial Grammar
18.07.2020	Saturday	Paper – IV Opts. 1. Business English or 2. Academic English
19.07.2020	Sunday	* Viva-Voce (From 9.00am onwards) at SDE, AU
P.G. Diploma in Travel & Tourism Management		
Time: 2.00 pm to 5.00 pm		
15.07.2020	Wednesday	Paper – I Tourism in India – History and Development
16.07.2020	Thursday	Paper – II Tourism Management
17.07.2020	Friday	Paper – III Travel Management
18.07.2020	Saturday	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			
15.07.2020	Wednesday	Group – I 1 st Paper Rural Economics	
16.07.2020	Thursday	Group – I 2 nd Paper Bus. Mgt. with Special Reference to Cooperatives	
17.07.2020	Friday	Group – I 3 rd Paper Accountancy & Auditing	
18.07.2020	Saturday	Group – II 4 th Paper Banking (Theory & Practice)	
19.07.2020	Sunday	Group – II 5 th Paper Cooperation (Theory & History Practice)	
20.07.2020	Monday	Group – II 6 th Paper Co-operative Law and Administration (Legal Framework of Cooperative)	
20.07.2020	Monday	Viva-Voce *Practical Record (From 6.00 pm to 8.00pm onwards)	
21.07.2020	Tuesday	From 9.00 a.m. onwards at School of Distance Education, AU	

P.G. Diploma in Management of Voluntary Organization			Time: 2.00 pm to 5.00 pm
15.07.2020	Wednesday	Paper – I Perspectives of Development and Welfare	
16.07.2020	Thursday	Paper – II Voluntary Organization	
17.07.2020	Friday	Paper – III Management of Voluntary Organization	
18.07.2020	Saturday	Paper – IV Project Management	
19.07.2020	Sunday	Viva-Voce* Field work (9.00am onwards at SDE, AU)	

P.G. Diploma in Disaster Management			Time: 2.00 pm to 5.00 pm
15.07.2020	Wednesday	Paper – I Basics of Disaster	
16.07.2020	Thursday	Paper – II Hazards, Risk and Vulnerability Assessment	
17.07.2020	Friday	Paper – III Pre-Disaster Management	
18.07.2020	Saturday	Paper – IV Post-Disaster Management – Rescue, Relief and Reconstruction	
19.07.2020	Sunday	Paper – V Disaster and Environmental Consequences	
20.07.2020	Monday	Viva-Voce* Dissertation (Project Work) (10.00am onwards at SDE, AU)	

P.G. Diploma in Consumer Education			Time: 2.00 pm to 5.00 pm
15.07.2020	Wednesday	Paper – I Consumerism	
16.07.2020	Thursday	Paper – II Consumer Protection Laws	
17.07.2020	Friday	Paper – III Consumer Protection Act 1986	
18.07.2020	Saturday	Paper – IV Consumer and Society	
19.07.2020	Sunday	Paper – V Consumer Case Laws	
20.07.2020	Monday	Project Work	

P.G. Diploma in Functional Hindi & Translation			Time: 2.00 pm to 5.00 pm
15.07.2020	Wednesday	Paper – I Social Context of Language and Functional Hindi	
16.07.2020	Thursday	Paper – II Official Correspondence, Administrative Drafting, Noting and Letter Writing	
17.07.2020	Friday	Paper – III Principles of Translation	
18.07.2020	Saturday	Paper – IV Applied Translation (from Telugu & English to Hindi)	
19.07.2020	Sunday	* Viva-Voce (From 10.00am onwards) at SDE, AU	

Visakhapatnam
Date:02.06.2020

DIRECTOR

