



SCHOOL OF DISTANCE EDUCATION
ANDHRAUNIVERSITY, VISAKHAPATNAM
(FORM OF APPLICATION FOR REGISTRATION)

FOR OFFICE USE

Register Number

_____, 20

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

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

- All marks statements already appeared
- Two self Addressed Covers 11 x 5 Size
- 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 :

Date of Payment:

Reference No. :

Transaction ID :

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:

- i) Candidates should read instructions before filling up application. Candidates should enclose a self-addressed envelopes 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
ANDHRAUNIVERSITY, VISAKHAPATNAM
P.G. DIPLOMA EXAMINATION IN

_____, 20
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.

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 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.

**SCHOOL OF DISTANCE EDUCATION
ANDHRAUNIVERSITY, VISAKHAPATNAM**

P.G. DIPLOMA EXAMINATION IN

_____, 20

HALL TICKET (Duplicate)

(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:

DIRECTOR

Date:

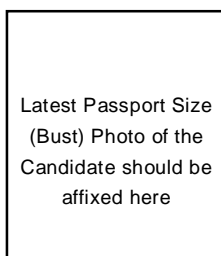
SCHOOL OF DISTANCE EDUCATION

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.

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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 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. 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 at least 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 authorized except the Hall ticket and from making use of any of those whether introduced the room the by themselves or anyone 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

PAYMENT OF EXAMINATION FEE AND SUBMISSION OF APPLICATION FORM :

The candidates have to pay the examination fee through online payment from our website (www.andhrauniversity.edu.in). The name of the candidate, code number and the purpose of the remittance should be clearly mentioned on the Examination application along with **Online Transaction Receipt**.

The candidate has to send the duly filled in Application Form with the **Online Transaction Receipt** to the Director, School of Distance Education, Andhra University, Visakhapatnam - 530003 by **Registered Post OR in-Person** 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"x5" 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.