

# ANDHRA UNIVERSITY

No.E-VII(Supdt.)MBA/2013



Visakhapatnam,  
Date 24-01-2013

## CIRCULAR

I am by direction to inform all the Principals / Directors of Affiliated Colleges offering **M.B.A. Course** are requested to furnish the information immediately by scanning the Photo and Signatures (specifications given below) of the Candidates who have already applied for MBA First Semester examinations scheduled to be commenced from 20<sup>th</sup>. February, 2013 to email ID : [elishan69@gmail.com](mailto:elishan69@gmail.com)

- ◆ Each Photo & Signature must be named with Registered number only
- ◆ Folder structure :

- College Code (folder) → Photos  → Signatures	<b>Eg :</b> → xxx → Photos 1122xxx02001.jpg 1122xxx02002.jpg  → Signatures 1122xxx02001.jpg 1122xxx02002.jpg
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- ◆ Each Passport size Photo should be less than 50KB size 3.5cm X 4.5cm dimensions
- ◆ Each Signature size should be less than 20KB size 3.5cm X 1.5cm dimensions

S.No.	Students		
	Regd. No.	Photo	Signature
01.	1122xxx02001	<p>← 3.5 cm → ↑ 4.5 cm ↓ Photo Size &lt; 50KB</p>	<p>← 3.5 cm → ↑ 1.5 cm ↓ Signature Size &lt; 20KB</p>

- ◆ Photo & Signature should be in jpeg / jpg format only.

Further any clarification, please contact Mobile No. **9849275882**.

**DEPUTY REGISTRAR (Exams)**

To,  
The Principals / Directors, AU Affiliated Colleges officering MBA Course.