



ANDHRA UNIVERSITY
SCHOOL OF DISTANCE EDUCATION
VISAKHAPATNAM 530 003 : ANDHRA PRADESH
Phone: 0891-2550223, Mobile No.9963474714, Fax No.0891-2575752
www.andhrauniversity.edu.in/sde

Prof. N.L.narasimha Rao. M.Com., Ph. D
Director
SDE/EI/Certificate Courses-Exams/(July-Dec)2013

Visakhapatnam
Dt:28-12-2013

Dear Student,

Sub:Conduct of Examinations for Computer Certificate courses(Jan-June)2013 batch in June 2013- regd.

Please find enclosed one Examination application for Certificate Courses Examinations of the School of Distance Education to be held in Feb-2014. 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 | 17-01-2014 | 650.00* | 03-02-2014 |

*Candidates appearing First time for the Examination need not Pay the Examination Fee.Candidates appearing subsequently need to pay @Rs.250/per subject or Rs.650/- 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 18-01-2014 to 20-01-2014 and with a penal fee of Rs 500.00 between 21-01-2014 to 23-01-2014 . 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 the rolls of the School of Distance Education at present or admitted earlier, who attended PCP are eligible to take this examination. 2.Candidates appearing for the First time need not pay the prescribed examination Fee. For subsequent examinations @ Rs.350/- per subject and Rs.650/-for more than 2 subjects.3.The fee once paid will in no circumstances be returned or held over for a subsequent 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

With best wishes

Director

Note: Please refer www.andhrauniversity.edu.in/sde for further information

(PTO) (PP 1/1)

SCHOOL OF DISTANCE EDUCATION
Andhra University, Visakhapatnam-530 003
Computer Certificate Courses (June-Dec) 2013 Batch
Examination Time Table Feb 2014

| Days & Time | Subject code No | Subject | Theory/ Practicals | Max. Marks |
|--|--|---|--------------------------------------|-------------------|
| Monday, 3 rd Feb-2014 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 |
| Tuesday, 4 th Feb-2014 2.00 - 4.00 pm 10.00 - 12.00 am 12.00 - 02.00 pm 4.30 - 06.30 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 |
| Wed.day, 5 th Feb-2014 8.00 am to 11.00 am 11.00 am to 2.00 pm 2.00 pm to 5.00 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: 28-12-2013

Director

// By order //

(PP 1/2)



**SCHOOL OF DISTANCE EDUCATION
ANDHRA UNIVERSITY, VISAKHAPATNAM**

(Form of Examination Application for Registration)

Computer Certificate Courses(July-Dec 2013)Exam-Feb 2014

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|--|

Register Number

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. Present Address with Tel.No & Mobile No: :

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 |
|----------------|------------|---------|---------|-----------------|
| | | | | |

7. *Fee Particulars Amount Rs: S.D.E Challan No.*/
in words : Demand Draft No:

* 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.

(PP 2/1)



School of Distance Education Andhra University
Computer Certificate Courses Examination in Feb 2014

For office use only
 Register Number

SDE ID Number

HALL TICKET- Duplicate

This is to Certify that.....

Son/ Daughter ofis a Candidate for the Certificate Course
 in computers Examination ----- to be held atcenter.

He/She desires to appear for the following Papers.(Put \sqrt 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 Examination in Feb 2014

For office use only
 Register Number

SDE ID Number

HALL TICKET- Original

This is to Certify that.....

Son/ Daughter ofis a Candidate for the Certificate Course
 in computers Examination ----- to be held atcenter.

He/She desires to appear for the following Papers.(Put \sqrt 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

CERTIFICATE OF IDENTITY

Signature of the Candidate.....

This is to certify that.....

Son/Daughter ofand 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.....

Son/Daughter ofand his/her signature was taken in my presence and he/she

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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

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.

(PP 2/2)