#### ANDHRA UNIVERSITY

(FORM OF APPLICATION FOR REGISTRATION)	Register No.							
At the end of First/Second/Third Year arch / April June / July								
aron / April			_					

Latest stamp size attested Photo of the Candidate should be affixed here

Eligibility: As per Regulations Candidates are requested to go through the Instructions

March / April.....

before filling Application and codes

B.Com. (For Subject & other Codes please see Pages 2 & 6) SI. No. 1. College Code (Black & White only) (CCS/RR/Voca./RS) (Office use only) College Name In English 2. Name and surname of the Candidate In Mother As per SSC Tongue 3. Father's Name and occupation 4. Mother's Name and occupation 5. For which Year/ Name of the Language Code Code 6. Whether College or Code 7. Language Years of Examina-Supplementary or selected tion, the Candidate **Betterment** under Part I is appearing Title of the Elective Subject Code 8. Elective subject Put ✓ mark in appropriate box selected under Part Male (1) Female (2) II (See Page 2) Put Code Nos. & Name of the Subject for Part II Subjects : 9. Subjects appearing: I, II & III Years (See Page 2) PART I Subjects appearing PART II under Part I (Put v I.H.C. **OPTIONALS** English Language mark in appropriate box) Subject Code Name of Subject PART I PART II Subjects appearing under Part I (Put ✓ Lan-English S.C. Environ. Studies **OPTIONALS** mark in appropriate box) guage Field Subject Code Theory Work Name of Subject PART II PART I Subjects appearing **OPTIONALS** English Subject Code Paper III Name of Subject

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1	1.	Pa	rticu	ılars	of	fee	paid	ł

12. Date of Birth (As per SSC)

10. If already passed, Class obtained under Part I/II:

13. Religion Code

Class

14. Medium of Language which the Candidate is intended to answer (put ✓ mark in appropriate box)

Month & Year

1. Telugu

2. English

15. Latest appearance

Date.....Rs.

particulars

Month & Year

Regd. No.

Name of the Centre

**FIRST YEAR** 

SECOND YEAR

THIRD YEAR

### 16. Address (To which all communications

should be sent)

17.(a) Date of passing the Pre-University/Intermediate Examination or an equivalent examination

(b) College or colleges in which the cand	didate has studied
for the examination and time, i.e., dura	tion of the course.

Month & Year	Register Number	University from which passed	Name of the College	Year of Study	Serial No. in return of Matriculates

18. Whether reappearing for the Examination. And if so please furnish particulars of previous reappearance, if any :

\*19. Signature of the Principal of the College in which the candidate is studying/studied on the date of application:

Year and Month	:
Register No.	:

- \* Strike out in appropriate items.
- (1) This column need not be filled in the case of candidates appearing for a second or subsequent appearance.
- (2) Applications rejected by the office for want of proper information as per the proforma will be accepted if re-submitted with full information on payment of penal fee of Rs. 100/- besides the fee prescribed as per the Table given in the application.

Station:	
Date :	Signature of the Candidate

	PART II &	ELECTIVE	SUBJECTS (For CCS/RR/	Voca.	/RS)	
/Group e	Subject & Code	Elec./Group Code	Subject & Code		,	Subject & Code
01	I B.Com. Business Economics Financial Accounting I	27 4 Advert	Elements of Export Marketing (Vocational)	30	Marketi 55 56	<b>ng</b> Principles of Marketing Rural Marketing
03 04	Indust. Organisation & Management Quantitative Techniques-I	28	Personal Selling and Salesmanship (RS & Vocational)	31	<b>Compa</b> 57 58	ny Law & Secretarial Practice Company Law & Practice Secretarial Practice
05 06	Indian Tax System and Income Tax Law (RS & Vocational) Central and State Tax Procedures and Practice (Vocational)	5 Compu 30	ter Applications Fax Pro and Computer Accountancy Through "Tally" (Theory) (RS & Vo- cational)	Cor	nmon for	B.Com. (Vocational) Vocational (Regular) and Restructured Supplementary
	01 02 03 04 <b>Tax Pro</b> 05	I B.Com.  1 Business Economics 2 Financial Accounting-I 3 Indust. Organisation & Management 4 Quantitative Techniques-I Tax Procedure & Practices 5 Indian Tax System and Income Tax Law (RS & Vocational) 6 Central and State Tax Procedures	Compage   Code   Elec./Group   Code	Subject & Code   Elec./Group   Subject & Code	Subject & Code   Elec./Group   Subject & Code   Elec./Code	Code   Code

### ment (RS & Vocational)

- Office Organisation and Manage-
- Introduction to Computer and Management Information Systems (Vocational)

### Foreign Trade Practice and Procedure

- Basics of Foreign Trade (RS & Vocational)
- 10 India's Foreign Trade (Vocational)

#### Advertising Sales Promotion & Sales Man-Ω4 agement

- Sales Mgt. (RS & Vocational)
  Market Management Concepts (Vo-12
- cational)

#### 05 **Computer Applications**

- Basics of Information Technology 13 Theory (RS & Vocational)
  Practicals (RS & Vocational)
- 15 Information Systems through Cobal Theory (Vocational)
- 16 Practicals (Vocational)

# II B.Com.

- Banking & Financial Systems 17
- Financial Accounting-II 18
- Quantitative Techniques-II Fundamentals of Computer Theory 19
- 21 Practicals
- \*Envron. Studies: Theory/Field Work

### Tax Procedure & Practice

- Income Tax Procedure and Practice (RS & Vocational)
- Wealth Tax and Gift Tax (Vocational)

# Office Mgt. and Secretarial Practice 24 Business Communications and

- Commercial Correspondence (RS & Vocational)
- Secretarial Practice (Vocational) 25

### Foreign Trade Practice and Procedure

26 Foreign Trade Financing and Procedures (RS & Vocational)

- Practicals
- Structural Programming Through "C" (Theory) (Vocational)
- 33 Practicals

### III B.Com. (C.C.S. Revised)

- **Business Laws**
- Income Tax & Practical Auditing 36
- Cost and Management Accounting 37 Business Correspondance & Report
- Writing 38 Business Data Processing System
- (written)
- 39 Practicals

#### 20 Accounting

- Financial Accounting-III
  Advanced Management Accounting 41

#### **Accounting with Computers** 21

- Corporate Accounts
- 43 Computer Application in Accounting
- (Theory)
- 44 Practicals

#### 22 Advanced Cost Accounting

- Advanced Cost accounting Cost Control Techniques 46

#### 23 **Taxation**

- Income Tax 48 Other Taxes
- **Banking with Computers**

# 49

- Banking & Insurance Company accounts
- Computer Applications in Banking (Theory)

#### Central Banking, development Banking & Rural Financial Institutions

- Central Banking & Development 51 Banking
- 52 Rural Financial Institutions

# Transportation

- Elements of Transportation
- Transportation Systems in India

### Tax Procedure & Practice

- Central Excise Procedures and Practice
  - Customs Procedures and Practice

### Office Management & Secretarial Practice

- Type Writing (Higher) Computer 61 Programming 62
- Shorthand (Lower)

## (For Restructured Supplementary)

- Income Tax
- Other Taxes

# ForeignTrade Practice and Procedure

- Shipping and insurance Practices and Procedures 63
- 64 Foreign Trade Documentation and Procedures

#### Advertising Sales Promotion & Sales Management

- Sales Promotion and Public Relations Entrepreneurship Development

# Computer applications

- Accounting Soft Ware Applications (Theory)
  - Practicals
- Computer Application in Banking (Theory)
- 70 Practicals Corporate Secretaryship (For Restructured

#### Supplementary only) 36

- Cost & Management Accounting (RR) Income Tax and Practical Auditing
- 35 (RR)
- 37 Business Correspondence and Report Writing (RR) Business Laws (RR)
- Foreign Trade Documentation & Procedure (Vocational Paper)
- Financial Accounting III (RR)

		Re	gist	er N	\umi	ber	
DHRA UNIVERSITY							

	ANDHRA U	NIV	ERSITY				
B.Com. (	) DEGREE EXAMIN	ATIO	N, March / April	June / J	 July		
	HALL-TICKET FOR THE COLLEGE						
This is to c	ertify that				soi	n/daug	hte
of		is a o	candidate for the B.C.	om. (	) Degr	ee Exa	ami <sup>.</sup>
nation at the end	of First/Second/Third Year to be held a	at					
Centre. He/She de	sires to appear for the following subjects	(See	e Page 2 for Subjects a	and their Co	ode Nos.)	:	
First Year Par	rt I Part	: II	Subject Nam	e		Code	÷
Part I (i) Eng	lish (Paper I)	1.					
` '							
	Language (Paper I)						
Part I (III) India	an Heritage and Culture						
Second Year		۲.					
Part I (i) Eng	glish (Paper II)	1.					
Part I (ii)		2.					
	Language (Paper II)						
Part I (iii) Sc	ience and Civilization		Environmental Studie	` •		•	
		-					
		-					
							••••
Third Year	Subject Name Code	0.					
	English (Paper III)						
Part II Su							
		. 6.					
2		. 7.					
3		. 8.					
		_					
5		. 10.					
Waltair			(	Controlle	D OF EVAL	MINIATIO	NIC
Dt.			`		ra Univers		כאוי
	te should fill in the above columns except Regd.		the Hell Tisket (Ose Bosse)	2)			
	e should fill the appearing Subjects and Code Numblicals w.e.f. 2005-2006 admitted batch.	oers in	the Hall Ticket. (See Page 2	:)			
	CERTIFICATE	OF I	DENTITY				
Signature of the (	Candidate						
	ertify that						
_			=		_		
	His/Her Age isyears. H		e is tee	t		. inche	es is
height and he/she	bears the following Identification marks.						
Latest Passport size							
Latest Passport size (Bust) Photo of the	1						
Candidate should be	2						
affixed here	Z						
(Black & White only)							
	1						
Station :				Signatui	re of the 1	?rincipa	al

NOTE: (1) The Photos should be affixed and attested by the attesting Officer both in the application form and Certificate of Identity. The  $\label{thm:linear_equation} \mbox{Attesting Officer's signature should be right across the photo extending over the blank also.}$ 

- (2) The candidate will be provided with an Answer Booklet containing 32 pages and the candidate has to answer all the questions in the booklet only. No Addl. Sheets will be supplied.
- (3) The candidates are prohibited to bring cell phones/pager in to the Examination Hall.

College Seal

Date:

#### INSTRUCTIONS TO THE CANDIDATES

Candidates for University Examinations are required to observe the following instructions very carefully:

- 1. Silence should be maintained in the Examination room.
- 2. Candidate 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.

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 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.
  - 4. Candidates are not allowed to exceed the time assigned to a paper.
- 5. 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 within that 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 Board of Management for disciplinary action.
- 7. Candidates are not allowed the 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 otherwise except the Hall-ticket and from making use of any of those whether introduced the room 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 conduct will be reported to the Registrar. Such a candidate stands the risk of having all answer papers for the examination for which he has appeared rejected by the Executive Council and of being debarred from sitting for the University Examination for such period as the Executive Council may decide.
- 8. 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/her answer book from him/her.
- 9. Candidates appearing at centres must be prepared to satisfy the Chief Superintendents of such centres as to their identity.
- 10. Legal suits against University, if any, shall be filed in courts within the jurisdiction of Visakhapatnam City only.
  - 11. University reserves the right of allotment of examination centres.

### Script Verification:

The candidates can obtain the photo copies of their Answer Scripts on payment of Rs. 500/- for each Answer Script for U.G. pass courses.

The candidates have to apply for the Photo copies of the Answer Scripts with in 15 days from the date of publication of Results and after receiving the photo copy they will be permitted to apply for Revaluation with in 5 days if the candidate so desires.

### Revaluation:

After the results are announced, the candidates who wish to get their answer scripts valued again, can apply for re-valuation, only one time, on payment of the prescribed fee Rs. 300/- for each script within the prescribed period, i.e., 30 days from the date of publication of the results. Revaluation applications of the candidates received after the prescribed date will not be entertained.

The candidates applying for the Re-valuation need not wait for the Re-valuation results and have to appear for the next examination, as per eligibility for the examination.

(By Order)

University Office Visakhapatnam

CONTROLLER OF EXAMINATIONS

#### ANNEXURE I

The candidates have to mention the Code Number of the College in Column Number 1 of Page Number 1. University reserves the right for allotting Examination Centres to individual candidates as well as Colleges also (for College Code No., please contact the Principal of the concerned College).

#### INSTRUCTIONS TO THE CANDIDATES

ALL THE STUDENTS OF THE SECOND YEAR (2004-05 ADMITTED BATCH) SHOULD APPEAR FOR THE COMPULSORY SUBJECT OF ENVIRONMENTAL STUDIES.

Candidates who passed their qualifying examination other than this University/Board of Intermediate Education, Andhra Pradesh, Hyderabad shall have to enclose the Recognition and Eligibility Certificates issued by the *Legal Section* of Andhra University. Otherwise their applications will be rejected.

Candidates must be careful in entering their date of birth exact Date, Month and Year. An entry of date of birth once made shall not be altered so far as University purposes are concerned and will have to be repeated at subsequent Examinations.

If a change in the name has been recognised by the University the name under which he/she has already been enrolled in the University records should also be given (with copy of permission letter).

Candidate who passed the Pre-University Examination of the Andhra University should furnish the same date of birth which should correspond with that given in the S.S.C./Matric.

Candidates who passed the Pre-University or Intermediate Examination of other Universities should produce an extract of date of birth from the University/Board concerned.

Candidates are requested to give such a complete address in block letters as would ensure in communication by post reaching them without delay both in term and in vacation.

Candidates joined in degree course on transfer from other University, should submit in duplicate xerox copies of Marks Statements immediately to the University through the Principal.

No student will be allowed to select a centre for his Examination other than the college in which he/she studied or taken the earlier examination. Candidates studying in a college shall however, have to appear for the examination from the same college where he/she studying.

#### **EXAMINATION FEE**

#### (a) For Regular Candidates :

	1st Year	2 <sup>nd</sup> Year			3 <sup>rd</sup> Year					
Whole Exam. Rs.	English Practical Rs.	Total Rs.	Whole Exam. Rs.	English Practical Rs.	Total Rs.	Whole Exam. Rs.	Hi-Tech P.C. cum Marks Rs.	Hi-Tech O.D. Rs.	English Practical Rs.	Total Rs.
365	100	465	365	100	465	365	185	490	110	1150
•	Each Subject 75/- (Theory/Practical)		Each Subject 75/- (Theory/Practical/)							

### (b) For Supplementary Candidates :

(who appears the examination after completion of the course of study)

Each Subject	75/-	Each Subject	75/-	Each Subject	75/-
(Theory/Practical)		(Theory/Practical)		(Theory/Practical)	
(Plus stationery fee of Rs. 125)	/-)	(Plus stationery fee of Rs.	125/-)	(Plus stationery fee of Rs. 125/-)	

- (c) Late Fees: Rs. 1,000/- (Between First and Seventh Day)
- (d) Betterment: Rs. 330/- + Stationery Fee of Rs. 125/- + Examination Fee
- (e) Application can be downloaded from the University Website (http://www.andhrauniversity.info/exams/appl.html) and an amount of Rs. 30/- (Thirty only) is to be paid extra towards registration of application.

No candidate shall pay at a time more than the fee prescribed for the whole Examination of that years whatever may be the number of subjects (including Practicals) in which he/she appears.

Candidates appearing for the first time have to apply for the whole Examination and pay the fee prescribed for the whole Examination irrespective of their appearance for Part or Parts, Subject or Subjects as the case may be.

The Fee once paid will, UNDER no circumstances, be refunded or held over for a subsequent examination.

Regular students of Colleges and Supplementary students after completing College Study have to submit their applications in the Colleges in which they are studying or studied by remitting the fees there itself.

Candidates must obtain their Hall-Tickets from the Chief Superintendent of the respective centres, **three days before** the commencement of the examination. They have to satisfy the Chief Superintendent concerned to their identity.

Candidates who were not assigned permanent Register Number shall enclose Attested Photostat Copies of their previous Marks Statements to their Examination Application forms.

1. For which (year/years) Examination the Candidate is appearing:

Code 1 First, Second and Third Year

2 Second and Third Year

3 First and Third Year

4 Third Year

5 First and Second Year

6 Second Year

7 First Year

2. Whether College, Supplementary, etc.

Code 1 College

2 Supplementary

3 Re-appearance (Betterment)

3. Language selected under Part I (ii)

Code01SanskritCode07Kannada02Telugu08Malayalam03Hindi09Bengali04Urdu10Russian05Oriya11French06Tamil12German

4. Religion:

Code 1 Hindu

2 Muslim

3 Indian Christian

4 Scheduled Caste

5 Scheduled Tribe

6 Jain

### **BETTERMENT OF CLASS**

- I. Candidates who are declared to have passed the Degree Examinations are permitted to reappear (only theory examinations) for the whole examination in Part I or Part II of I, II or III Year(s), if they so desire for improvement of their class irrespective of their pass in examinations in full, subject to the following conditions.
  - (1) Candidates shall not be permitted to reappear in individual subjects.
  - (2) Candidates shall be required to pay the amount prescribed towards the reappearance fee besides examination fee.
  - (3) Candidates who have already secured First Class are not eligible to appear for betterment examination.
  - (4) If the class of the candidate does not change, his/her earlier result stands good.
  - (5) The candidates shall be permitted to avail two chances within two consecutive years from the date of first registration of their final year examinations. Such candidates should be required to take the examination as per the current regulations and syllabi in force. (Applicable w.e.f. the 1999-2002 admitted batch students)