

Sl.No

KRISHNA UNIVERSITY

B.Com / B.B.M

INST-1	College Study	
	Private Study	

(Form of Application of Registration)
(B.Com / B.B.M. Degree Examination Three-Year Course)
 *Examination at the end of First / Second /Third Year Courses
 Date of Commencement of Examination

Register Number

INST-2	EXAMINATION CENTRE <input style="width: 400px;" type="text"/>		
	IN ENGLISH	NAME IN FULL FOLLOWED BY SURNAME	IN MOTHER TONGUE

INST-3		
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INST-4	NAME OF THE FATHER	NAME OF THE MOTHER
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DATE OF BIRTH (IN CHRISTIAN ERA) DAY MONTH YEAR SEX M F

INST-5	ADDRESS FOR CORRESPONDENCE
	PIN <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

LATEST PASSPORT SIZE
(BUST) PHOTO OF THE
CANDIDATE SHOULD BE
AFFIXED HERE

INST-6	YEAR	NAME OF THE COLLEGE WHERE STUDIED	YEAR OF STUDY	COLLEGE TRANSFER	MEDIUM OF LANGUAGE FOR EXAMINATION		ACADEMIC YEAR OF ADMISSION TO FIRST YEAR	
	FIRST			YES/NO	ENGLISH	TELUGU		
	SECOND			YES/NO				
THIRD			YES/NO	REAPPEARANCE		YES		

LANGUAGE SELECTED UNDER PART-I (ii)	ELECTIVE PAPER(S) SELECTED UNDER PART-II IN 3 rd YEAR
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SUBJECTS IN WHICH CANDIDATE IS APPEARING (WRITE TITLES AND CODE NOS. IN APPROPRIATE BOXES FOR APPEARING SUBJECTS ONLY. LEAVE OTHER BOXES BLANK)

INST-7	APPEARING SUBJECTS (MENTION TITLE)	FIRST YEAR	APPEARING SUBJECTS (MENTION TITLE)	SECOND YEAR	APPEARING SUBJECTS (MENTION TITLE)	THIRD YEAR
		CODE NO.		CODE NO.		CODE NO.
	ENGLISH		ENGLISH			
	SECOND LANGUAGE		SECOND LANGUAGE			
	C.I					
	PART - II		PART - II			

SUBJECTS ALREADY PASSED

YEAR	SUBJECTS PASSED	DETAILS OF LAST APPEARANCE		
		CENTRE OF EXAM	MONTH & YEAR OF EXAM	REG.NO
I YEAR				
II YEAR				
III YEAR				

PARTICULARS OF THE FEE PAID	AMOUNT Rs.	CHALLAN No.	NAME OF STATE BANK	DATE OF PAYMENT

Nationality, Tribe etc.,	Nationality	Religion	Scheduled Caste	Scheduled Tribe
Details of Intermediate or equivalent Examination passed (Photostat copy of the pass Certificate attested by the Principal to be enclosed)	Name of the Examination	Month & Year of Passing	Register No	Institution

Signature of the Principal of the College which the candidate is attending on the date of application

Station:.....

Date :.....

Signature of the Candidate

Incomplete applications will summarily be rejected, * Strike out inappropriate items.

INSTRUCTIONS TO CANDIDATES

1. Tick(✓) whichever is applicable. If you are studying in a college affiliated to this University, tick the box, college study. If you are appearing as a private candidate after taking exemption from the University, tick private study.
2. No college student will be allowed to select a centre for his/her Examination other than that in which the College he/she studied is situated. A candidate, who underwent his/her course of study in an affiliated College but appears for the examination a second or subsequent time, having failed previously, should select the same centre in which the college he/she studied is situated unless prior permission of the University is obtained to appear at a different centre for exceptional reasons. If in case a change is granted under extraordinary circumstances such candidates should enclose two certified copies of their photos in passport size with their signatures across them.
3. The candidate must write his name including surname in full, in his/her Mother Tongue as well as in English. 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 also be given.
4. (a) Candidates must be careful in entering their age. They should furnish the exact date of their birth giving particulars of the day of the month on which and the year in which they were born in the Christian era as well as their actual age on the date of application. 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. (b) Male or Female be indicated by striking off which is not applicable.
5. Candidates are requested to give such a complete address as would ensure any communication by Post reaching them without delay both in term and in vacation.
6. Candidate must indicate specific information with regard to change from one college to another college during course of study.
7. The candidates must fill the information relating to appearing subjects by entering the subject/paper in the first box and the related computer code No. in the second box against each paper. The list of paper codes is available with the college. This column Must be filled based on the list supplied by the University from time to time.

EXAMPLES:

I Year Sec.Lang.: HINDI HINIG II Yr. Group: ACCOUNTANCY-II BCO21
 III Year: OTHER TAXES BCO30T

If the space provided in the first box is not sufficient to mention the paper title, write in shortened form.

8. Applications for admission to this examination must be forwarded so as to reach the Principal of the college as per the date prescribed and must be accompanied by a receipt for the prescribed fee.
9. Candidates applying for the first time should enclose to the applications photostat copies of the intermediate Certificate duly certified by the Principal.
10. The candidates have to remit the examination fee including marks list / P.C. fee as per the rates communicated

The fee once paid will in no circumstances, be returned or held over for a subsequent Examination.

11. CANDIDATES MUST OBTAIN THEIR HALL-TICKETS FROM THE CHIEF SUPERINTENDENTS OF THE RESPECTIVE CENTRES, THREE DAYS BEFORE THE COMMENCEMENT OF THE EXAMINATION.
12. CENTRES OF EXAMINATION : Normally all the Degree colleges affiliated to the University are allotted centres of examination for regular candidates. In the case of Private Candidates the examination will be conducted at such centres as decided by the University from time to time.

HALL TICKET

This is certify that
 Son/Daughter of
 is a candidate for the B.Com/BBM Degree Examination at the end of First / Second / Third year to be held at Centre. He/She desires to appear for the following Subjects:

Examination	Part-I	Part - II
	(i)	(ii)
I Year		
II Year		
III Year		
Medium of Examination		

MACHILIPATNAM

Date: **CONTROLLER OF EXAMINATIONS / PRINCIPAL OF THE COLLEGE**

- Note: 1. The first year regular candidates should fill in the above columns except Reg. No.
 2. All other candidates should fill in all the columns
 3. In case of Hall Tickets retained with college and issued to students, Principal is empowered to affix his signature/facsimile on the Hall Ticket including the photograph.

CERTIFICATE OF IDENTITY

Signature of the Candidate.....

This is to certify that

Son/Daughter of is a Regular/Private Candidate and his/her Signature was take in my presence and he/she bears the following identification marks.

Latest Passport Size (Brust) Photo of the Candidate should be affixed here

1.

2.

Station :

Signature of the Principal
with Seal

Date:

Note: The Photos should be affixed and attested by the attesting officer in the Application Form and Certificate of Identity. The attesting Officer's signature should be right across the photo extending over the blank space also.

KRISHNA UNIVERSITY
INSTRUCTIONS TO CANDIDATES APPEARING FOR EXAMINATIONS

All candidates appearing for the University Examinations must read the following instructions carefully and follow them scrupulously.

1. Silence should be maintained in the Examination room.
2. This hall ticket is the most important document without which candidates will not be allowed to appear for the examination(s). It must be presented for verification any time during the examination, when asked by the invigilator/ Chief Superintendent/ Observer/ Members of Flying Squad. The hall ticket should not be spoiled, no alterations of any kind be made and nothing be written on the hall ticket until examinations are over. 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 shall occupy their places(seats) in the examination hall at least five minutes before the commencement of the examinations. They shall not under any circumstances be allowed to enter the examination hall half an hour after the commencement of the examination.
4. Candidates are not allowed to exceed the time assigned to a paper, except that in case of blind students assisted by scribe and orthopedically handicapped (of hand & fingers) students' half -an-hour extra time can be given making separate seating and invigilation arrangements for them.
5. Candidates are forbidden to ask question of any kind during the examination. They are further forbidden to communicate with the invigilators. Should they do so, their answer papers will not be valued and their conduct will be reported to the University for disciplinary action.
6. They shall be allowed to carry pens, pencils, rulers, mathematical instruments, some currency, a simple pocket calculator with arithmetic functions only, apart from the hall ticket to the examination hall.
7. They shall not be permitted to carry any books, guides, note papers, graph sheets, map paper, cleric's tables, letters , slips, hand bills and scientific calculators to the examination hall. However, Clerk's tables can be supplied to examinees by the Chief Superintendent for the subjects of Maths, Physics, Chemistry and Geography and collected back at the end of examination.
8. They shall submit themselves for personal verification by the invigilators, Chief Superintendent. Observers and members of Flying Squads. They shall not be allowed to write the examinations if they refuse to do so.
9. They shall not change / exchange / shift their place in the examination hall. They shall not change their examination centre when once allotted to particular Centre.
10. They shall not (a) disturb peace and tranquility in the examination hall (b) discuss anything with any other candidate (c) copy from any source (d) assist anybody in copying (e) exchange pens, pencils, calculators, mathematical instruments , question papers, answer papers and answers in any manner (f) leave the examination hall without handing over answer book (g) carry question paper except one hour before the scheduled close of the examination(h) get away with any used or unused answer papers, graph sheets, maps etc., supplied by the University.
11. They shall go through the instructions printed on the cover page of the main answer book before they start writing answers. They shall follow these instructions strictly.
12. Copying in any form, detected at any stage ,attracts very serious punishment.. Therefore, no candidate shall try to copy and never allow anyone to copy from his/her answer book.
13. They shall never write their name or use any sign or symbol except those relevant to the examination on any part of the examination answer book. They shall note the registered number on any page of the answer book except in the rectangle provided for the purpose on the cover page of the main answer book.
14. Candidates sitting for the examination at a different centre should apply to the Chief Superintendent of the respective centre for their hall- tickets three days before' the commencement of the respective examination. 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 candidates.
15. It will not be permissible for candidates to sit for the examinations at a centre other than that at which their names are registered without the special permission of the University.
16. 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 be required to sign on the identification Certificates produced by them before the Chief Superintendent 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 no lower in rank than that of a Sub-Magistrate in Andhra Pradesh.
17. Flying squad is entitled to search for forbidden material.

(By Order)