



# SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM

(Form of Application for Registration)

**MHRM Degree Examination September, 2012**

**I / II Year (S)**

Examination Register Number

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Latest Passport size  
(Bust) Photo of the  
Candidate should be  
affixed here

Centres for MHRM Examination

SDE, AU Visakhapatnam	Rajiv Gandhi Degree College, Rajahmundry	R.G. Kedia College Hyderabad
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1. S.D.E. Code No. of the Candidate  
(Identity Card Code No.)

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2. Full Name	In English	
including surname	In Mother Tongue	

3. Age and Date of Birth  
(in Christian Era)

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4. Present Address with Pincode, Phone Number and Mobile Number, if any	Cell. No / Phone 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. Examination for which the candidate is appearing subjects (s) Mark (✓) for the whole Examination or Subject (s) appearing now	I Year Whole	Paper 101	Paper 102	Paper 103	Paper 104	Paper 105	Paper 106	Paper 107	Paper 108 (Project Report Field Work)	Paper 109 VIVA VOCE
	Theory									
	Assgt									
	II Year Whole	Paper 201	Paper 202	Paper 203	Paper 204	Paper 205	Paper 206	Paper 207	Paper 208 (Project Report Field Work)	Paper 209 VIVA VOCE
	Theory									
	Assgt									

7. * 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 improve- ment 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.	I Year Whole	Paper 101	Paper 102	Paper 103	Paper 104	Paper 105	Paper 106	Paper 107	Paper 108 (Project Report Field Work)	Paper 109 VIVA VOCE
	Theory									
	Assgt									
	II Year Whole	Paper 201	Paper 202	Paper 203	Paper 204	Paper 205	Paper 206	Paper 207	Paper 208 (Project Report Field Work)	Paper 209 VIVA VOCE
	Theory									
	Assgt									

\* 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:

S.D.E. Challan No.\*/

In words :

Demand Draft No./

Date of Payment :

\* Challan should be paid in the extension counter of the Syndicate Bank in the School of Distance Education premises only.

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 :

Whole Examination	Rs. 600/-
For one Subject	Rs. 300/-
For two Subjects or above	Rs. 600/-

**1. Improvement :** Provision for MHRM Course is allowed within a period of three years from the year of passing the examination. Hence, the candidates, who passed MHRM in 2009 or later are eligible to take whole examination either Previous or Final under this provision.

**2. Paper - wise improvement** is also allowed only for one chance, i.e., immediately after passing the MHRM examination. Hence, the candidates, who passed in 2011 examination are only eligible to avail Paper - wise betterment provision.

3. An amount of Rs. 1,000/- is to be paid towards improvements fee pay year besides the usual examination fee.

The Fee Once paid will in no circumstances be returned or held over for a subsequent examination.

- N.B :**
- Candidates should read instructions before filling up application.  
Candidates should enclose a self-addressed covers 2 Nos. (9"x4")
  - Enclose Identity Card Xerox copy.
  - The candidates who appeared any Exams Previously have to enclose Xerox copies of Marks statements compulsorily otherwise their application will not be Processed.
2. Candidates submitting assignments or Field work report of Project Reports or appearing for Viva-Voce Exam exclusively have also to submit Examination application for Registration along with the prescribed fee i.e., Rs. 300/- per subject paper not exceeding Rs. 600/- for each year.

#### Examination Centres :

- MHRM (Previous) & (Final)
  - School of Distance Education, Andhra University, Visakhapatnam.
  - Rajiv Gandhi Degree College, Rajahmundry

If sufficient number of students do not opt/register for a particular centre, the centre will be cancelled and they will be shifted to nearest centre.

S.D.E. Code No. of the Candidate :   
(Identity Card No.)

## SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM

MHRM Degree Examination - September, 2012 (For Office use Only)

HALL TICKET  
(DUPLICATE)

Register Number

This is to certify that \_\_\_\_\_

Son /daughter of \_\_\_\_\_ is a candidate for the

MHRM Degree Examination to be held at \_\_\_\_\_

He / she desires to appear for the following papers :

I Year Whole			II Year Whole		
Paper I	101	Human Resource Management	Paper I	201	Strategic and International Human Resource Management
Paper II	102	Principles of Management	Paper II	202	Business Environment
Paper III	103	Labour Legislation & Case Law - I	Paper III	203	Labour Legislation & Case Law - II
Paper IV	104	Organisation Behaviour	Paper IV	204	Industrial Economics and Management of Technology
Paper V	105	Industrial Relations	Paper V	205	Research Methods and HR Skills
Paper VI	106	Human Resource Development	Paper VI	206	Management of Unorganised Labour
Paper VII	107	Employee Welfare & Labour Administration	Paper VII	207	Information Technology and Human Resource Information Systems
Paper VIII	108	Field work Report A) Observation Visits B) Concurrent Field work	Paper VIII	208	Project report A) Block Field Work (Internship) B) Dissertation
Paper IX	109	VIVA-VOCE (Comprehensive)	Paper IX	209	Viva -Voce (Comprehensive)

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  
(Best) 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 :**
1. 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.
  2. The Attesting Officer's Signature should be right across the photos extending over the blank space also.
  3. If sufficient number of students do not opt/register for a particular centre, the centre will be cancelled and they will be shifted to nearest centre.

**SCHOOL OF DISTANCE EDUCATION  
ANDHRA UNIVERSITY**

**INSTRUCTIONS TO CANDIDATES APPEARING FOR MBA EXAMINATION**

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 place in the Examination hall atleast 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. Register Number should not be noted on the additional answer-books.
4. Candidates are not allowed to exceed the time assigned to each paper.
5. No Candidate will be allowed to leave the examination room till the expiry of atleast 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.
6. 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.
7. 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 authorised except the Hall ticket and from making use of any of those whether introduced the room the 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/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.)

8. 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.
9. 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.
10. 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.
11. 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.
12. 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.)

13. 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.
14. 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. 500/- per each paper.
15. Candidates are advised not to bring the Pager, Cellular Phone, digital diary or any other electronic gadgets inside the examination hall.

**(BY ORDER)**

**DIRECTOR  
School of Distance Education**

S.D.E. Code No. of the Candidate :   
(Identity Card No.)

## SCHOOL OF DISTANCE EDUCATION

ANDHRA UNIVERSITY, VISAKHAPATNAM

MHRM Degree Examination - September, 2012

(For Office use Only)  
Register Number

HALL TICKET  
(ORIGINAL)

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Visakhapatnam :

Date :

**DIRECTOR**  
**SCHOOL OF DISTANCE EDUCATION**

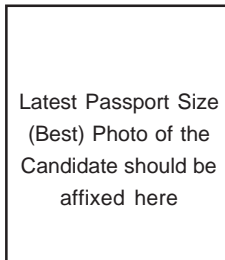
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Signature of the Candidate \_\_\_\_\_

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**

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ANDHRA UNIVERSITY**

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**(BY ORDER)**

**DIRECTOR  
School of Distance Education**



**SCHOOL OF DISTANCE EDUCATION**  
**ANDHRA UNIVERSITY - V1SAKHAPATNAM**

Dt. : 01.07.2012

**Prof N.L. Narasimha Rao**  
Director  
No. SDE/E. IV - MHRM. Exams/2012

Dear Student,

Please find enclosed one Examination Application Form of MHRM Examinations of the School of Distance Education to be held in September, 2012. The last date for submission of examination application, date of commencement of examinations are given below:

Examination	Last date for Submitting Applications	Fee Rs.	Date of Commencement of Examinations
MHRM. (Previous)	03-08-2012	600.00	11-09-2012
MHRM. (Final)	03-08-2012	600.00	03-09-2012

However, applications will also be received with penal fee as detailed below :

1. Rs. 300/- Upto 10-08-2012
2. Rs. 500/- upto 18-08-2012

**The applications received in this office after 18-08-2012 the above date even with above penal Fee will not be accepted**

1. Candidates appearing for the first time have to pay the fee prescribed for the whole examination irrespective of their appearance for one or more subjects of the Examination. The fee once paid will under no circumstances be refunded or held over for a subsequent examination.
2. 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.

**Special Note :**

1. All the MHRM(previous) students who are on the rolls of the School of Distance Education and attended observation visits are eligible to take this examination.
2. The candidates are informed that the defaulters of tuition fee to the School will not be permitted to take the examination and those who have not already paid, should pay the necessary tuition fee by **Demand Draft drawn in favour of the Registrar, Andhra University, Visakhapatnam**, without any further delay.

**Hall Ticket:** The candidate has to collect the Hall Ticket from the Chief Superintendent of the respective Examination Center within three days before the commencement of the examination. No further intimation will be sent to the candidates in this regard

**Field work report and project work report :** The candidate has to submit the field work and Project work report at respective examination center at the time of viva-voce examination.

- \* **Candidates will be Supplied 32 pages of Answer Sheets booklet in the examination hall. They will not be Supplied any other examination additional Answer Sheets.**

అభ్యర్థులకు 32 పేజీల జవాబు పత్రములు పరీక్ష హాలులో అందచేయడము జరుగును. వీరికి మరి ఏ విధమైన అదనపు జవాబు పత్రములు ఇవ్వబడవు.

- \* If sufficient number of students do not opt/register for a particular centre, the centre will be cancelled and they will be shifted to nearest centre.

Yours Sincerely

Encl : 1. Examination Application

2. Time - Table over leaf

**N.L. Narasimha Rao**

**SCHOOL OF DISTANCE EDUCATION : ANDHRA UNIVERSITY****MHRM EXAMINATIONS - SEPTEMBER, 2012****TIMETABLE****M.H.R.M. FINAL**

<b>Date</b>	<b>Day</b>	<b>Course Code &amp; Title</b>	<b>Time</b>
03.09.2012	Monday	201 - Strategic and International Human Resource Management	2 P.M. to 5.30 P.M
04.09.2012	Tuesday	202 - Business Environment	2 P.M. to 5.30 P.M.
05.09.2012	Wednesday	203 - Labour Legislation and Case Law-II	2 P.M. to 5.30 P.M.
06.09.2012	Thursday	204- Industrial Economics and Management Technology	2 P.M. to 5 P.M.
07.09.2012	Friday	205- Research Methods & HR Skills	2 P.M. to 5 P.M.
08.09.2012	Saturday	206- Management of Unorganised Labour	2 P.M. to 5.30 P.M.
10.09.2012	Monday	207- Information Technology and Human Resource Information Systems	2 P.M. to 5 P.M.
11.09.2012 12.09.2012	Tuesday Wednesday	208 & 209-Viva-Voce at Visakhapatnam.	9.00 A.M. onwards

**M.H.R.M. PREVIOUS**

<b>Date</b>	<b>Day</b>	<b>Course Code &amp; Title</b>	<b>Time</b>
11.09.2012	Tuesday	102 - Principles of Management	2 P.M. to 5.30 P.M.
12.09.2012	Wednesday	101 - Human Resource Management	2 P.M. to 5.30 P.M.
13.09.2012	Thursday	103 - Labour Legislation and Case Law-I	2 P.M. to 5.30 P.M.
14.09.2012	Friday	104 - Organizational Behaviour	2 P.M. to 5.30 P.M.
15.09.2012	Saturday	105 - Industrial Relations	2 P.M. to 5.30 P.M.
17.09.2012	Monday	106 - Human Resource Development	2 P.M. to 5.30 P.M.
18.09.2012	Tuesday	107 - Employee Welfare and Labour Administration	2 P.M. to 5.30 P.M.
20.09.2012 21.09.2012	Thursday Friday	108& 109 - Viva-Voce at Visakhapatnam	9.00 A.M. onwards