

Latest attested photo of the candidate should be affixed here

ADIKAVI NANNAYA UNIVERSITY
RAJAHMUNDRY

Application Form for UGC-NSQF Programs 6 months Certificate Course (Part-Time)

College Code:
Course Code:

November 2022

Register No:

1. Course NameCode No*
2. Name of the College studying Code No
3. Name of the Candidate :
(As per SSC or its Equivalent)
4. Date of Birth: DateMonthYear:
5. Mother's Name :
6. Father's Name:
- &Address Street/D.No.....
Town/ Village.....
Dt..... Pin
- Mobile Number of the Candidate.....
7. Religion* Code No: ()
8. Reservation Category *Code No: ()
9. Medium of Language# 1. Telugu () 2. English ()
10. Gender # 1. Male () 2. Female ()
11. Date of Passing the Examinations from SSC onwards:

Month & Year	Register No.	Board/University from which passed

12. Particulars of Prescribed fee paid: Date Rs.
13. Whether Regular /Supplementary /Betterment * Code No()

14. Physically Challenged # Candidate has to take prior permission to obtain scribe in case of Physically Challenged persons as per eligibility.

(Enclose 1. Medical Certificate 2. Exemption certificate if any 3. Scribe Application (if necessary) issued by CDC,ANUR

(1) PH (VH) (2) PH (HH) (3) PH (OH) ()

15. Latest appearance particulars :

Month & Year	Register No.	Examination Center

16. Write the subjects in the present appearing Semester End Examination in the appropriate box

6 Months Certificate Course (Part-Time)		
Aqua Culture Feed Preparation, Analysis and Management	Counselling Skills	Mushroom Cultivation
Subject		

.....
 (Signature of the Candidate)

Station:

Signature of the Principal

Date:

(with College Stamp/Seal)

Note:

- (1) * See the Code Section for filling the boxes where ever is applicable.
 - (2) # Put tick ✓ mark in the appropriate Box
- Applications rejected by the office for want of proper information as per the proforma will be accepted if received within ten (10) days from the date of issue of Memo with full information on payment of penal fee of Rs.100/- besides the fee prescribed as per the table given in the application.

ORIGINAL HALL – TICKET

Register No.

ADIKAVI NANNAYA UNIVERSITY
RAJAHMUNDRY

Application Form for UGC-NSQF Programs 6 months
Certificate Course (Part-Time)

November 2022

This is to certify that Mr/MsSon/Daughter
of Sri/Smt..... is a Candidate for the Examination at the end of
.....Course to be held..... Center.He/ She desires to appear for the following subjects:

6 Months Certificate Course (Part-Time)		
Aqua Culture Feed Preparation, Analysis and Management	Counselling Skills	Mushroom Cultivation
Subject		

Rajahmundry
Dt.

CONTROLLER OF EXAMINATIONS
Adikavi Nannaya University

- Note:
- (i) The candidate should strike off the subjects for which he/she is not appearing at the Examination
 - (ii) The candidate should necessarily fill in the optional subject in the application
 - (iii) The Attesting Officers signature should be right across the photo extending over the blank also
 - (iv) 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.
 - (v) The candidates are prohibited to bring Cell Phones/pagers in to the Examination Hall.

CERTIFICATE OF IDENTITY

Signature of the Candidate.....

This is to certify that Mr/Ms.....Son/Daughter
of Sri/Smt.....is a regular candidate and his/her signature was taken in my presence. His/
Her age is Years. He/ She is..... Feet.....inches in height.

Latest attested
photo of the
candidate should
be affixed here

1.
2.

Station :

Date:

College Seal

Signature of the Principal

DUPLICATE HALL – TICKET

Register No.

**ADIKAVI NANNAYA UNIVERSITY
RAJAHMUNDRY**

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Certificate Course (Part-Time)

November 2022

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Subject		

Rajahmundry
Dt.

CONTROLLER OF EXAMINATIONS
Adikavi Nannaya University

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Latest attested
photo of the
candidate should
be affixed here

1.
2.

Station:.....

Date:

College Seal

Signature of the Principal

INSTRUCTIONS TO CANDIDATES APPEARING FOR EXAMINATION

CANDIDATES taking University Examinations are required to observe the following instructions very carefully:

1. Legal suits against University, if any, shall be filed in courts within the jurisdiction of Rajahmundry city only.
2. Silence should be maintained in the Examination Hall.
3. Candidates should take their places in the examination hall at least thirty minutes before the time fixed for distributing the papers. Candidates will not be allowed to enter the examination hall after half an hour of commencement of examination. Candidates who are undoubtedly suffering from infectious diseases of any kind will not be admitted. Candidates should bring with them their hall-tickets each day of the examination for inspection by the Chief Superintendent/Invigilators.
4. Candidates are prohibited from writing anything on their hall tickets and question papers. Candidates are also prohibited from writing their name or any other name unconnected with the answers on any part of their answer books, but they should write their Register Number very distinctly on the title papers of the main answer book. Failing which their answer papers may be rejected. They should fill in the subject and the year on the outer cover of the main answer book.
5. Candidates are not allowed to exceed the time assigned to a paper.
6. No Candidate will be allowed to leave the examination hall till the expiry of at least one and half hour after the question paper is given. Candidate who leaves the hall during the period allotted for a paper will not be allowed to re-enter the examination hall.
7. Candidates are forbidden to ask questions of any kind during the examination, if they do so, their answer papers will not be valued and their conduct will be reported to the Executive Council for disciplinary action.
8. Candidates are not allowed to use books of any kind except as provided in rule 10. They are also prohibited from bringing any material printed or otherwise except the Hall-Tickets into the examination hall. Candidates are prohibited from using such extraneous material and communicating with or copying from each other in the examination hall and communicating with any person outside the examination hall. The candidates are also prohibited from bringing papers and cordless phones into the examination hall. Any candidate found violating the instruction will be summarily sent out of the examination hall forthwith and his conduct will be reported to the Registrar. Such candidates stand the risk of all their answer papers of the examinations for which they have appeared may be rejected by the Executive Council and they may be debarred from sitting for the University examination till the period decided by the Executive Council.
The use of stencils at the University Examination is not permitted except students answering papers in Mathematics. The use of Mathematical instruments while answering papers in Mathematics, Sciences will be allowed. Such instruments will not be supplied by the University.
9. When candidates have finished writing their answers and wish to hand over their answer books, or at the end of the period prescribed for each particular part of the examination each should stand up at their seats and remain standing until one of the Superintendents approaches them and collects his/her answer book.
Any particulars noted in the hall-tickets differing from those given in the application for the examination should be immediately reported to the Additional Controller of Examinations, AdiKavi Nannaya University through the Chief Superintendent Concerned.
10. Candidates should bring with them their college identity cards also to satisfy the Chief Superintendent of the centers as to their identity.

Script Verification:

The candidates can obtain the photo copies of the Answer Scripts on payment of Rs 1000/- for each Answer Script for Professional courses.

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

Re-Valuation: 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 . 750/- for each script within the prescribed period, i.e., 15 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.

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 Adikavi Nannaya University, Rajahmundry. 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.

Candidates are requested to give such a complete address in BLOCK LETTERS as would ensure in communication by post reaching them without delay.

No student will be allowed to select a Center of his/her Examination other than the college in which he/she studied or taken the earlier examination. Candidate studying in a college shall, however, have to apply for the examination from the same college where he/she is studying.

Candidates appearing for the first time have to apply for the whole examination and pay the fee prescribed for the whole examination.

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

MODE OF PAYMENT OF THE EXAMINATION FEE AND SUBMISSION OF FILLED-IN EXAMINATION

APPLICATION FORMS:

Fee in cash is to be paid only at colleges/centers as detailed above:

- (a) Candidates studying in colleges, shall have to pay the prescribed examination fee in the colleges where they are studying, while submitting the filled-in applications at the same college along with fee.

ALL CANDIDATES MUST OBTAIN THEIR HALL-TICKETS FROM THE CHIEF SUPERINTENDENT OF THE RESPECTIVE CENTERS, THREE DAYS BEFORE THE COMMENCEMENT OF THE EXAMINATION.

They have to satisfy the Chief Superintendent concerned as to their identity.

University Office,
Rajahmundry.

Sd/-
CONTROLLER OF EXAMINATION

ADIKAVI NANNAYA UNIVERSITY

(Code Section for Examination Professional Courses)

The candidates have to mention the Code No. of the college in column No.3 (For college code number, please contact the principal of the college concerned).

Course Code:

Course Code	

7. Religion Code

Code	Name of the Religion
1.	Hindu
2.	Muslim
3.	Indian Christian
4.	Jain

8 .Reservation Category:

Code	Reservation Category
1.	O.C
2.	B.C(A)
3.	B.C(B)
4.	B.C(C)
5.	B.C(D)
6.	B.C(E)
7.	S.C
8.	S.T