



GITAM UNIVERSITY

(Estd. u/s 3 of the UGC Act, 1956)

Centre for Distance Learning

(Recognized by Distance Education Council (DEC), New Delhi)

Third Floor, Balaji Metro Plaza ,Dondaparthy Main Road, Visakhapatnam-530 016.

Phone: 0891-2795 499, email : cdl@gitam.edu

CDL/Exams/2010

Date : 14th July 2010.

Director

Dear Student

The Centre for Distance Learning (CDL), GITAM University has scheduled year-end examinations for first year MBA(General), MBA(HR), M.Com, M.A(English), M.A(Economics), M.Sc (Biotech), MCA, B.A, B.Com and year - end examinations for P.G. Diploma in Environment & Sustainable Management and Diploma in Computer Applications for the Academic year 2009-10.

The learners of CDL who were enrolled in these programs for the Academic year 2009-10 are required to submit the prescribed examination application form, which is enclosed herewith, along with the prescribed examination fee and photo copy of Identity Card. The details of schedule are as follows:

Programme	Last Date for payment of Fee & receipt of filled-in application	Examination Fee (Rs)	Date of commencement of Examinations
MBA (General), MBA (HR), M.Com, MA (English), M.A (Economics), MCA, M.Sc (Biotechnology)	14 th August 2010	750/-	17 th September 2010
B.A , B.Com, P.G Diploma in Env & Sust. Mgmt., DCA	14 th August 2010	550/-	17 th September 2010

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

- 1). Rs. 200/- upto 31st August 2010
- 2). Rs. 500/- upto 10th September 2010

The applications received in this office after 10th September 2010 even with maximum Penal fee will not be accepted.

Note : The candidates appearing for the first time have to 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.

PAYMENT OF EXAMINATION FEE :

The candidates have to pay the examination fee through a crossed Demand Draft drawn in favour of **Centre for Distance Learning, GITAM University** payable at **Visakhapatnam**. The name of the candidate, Identity Number and the purpose of the remittance should be clearly mentioned on the reverse side of Demand Draft. The date of issue of Demand Draft for this purpose should be after the date of issue of this notification.

SUBMISSION OF THE EXAMINATION APPLICATION FORM

The Candidate has to send the duly filled -in application form with the Demand Draft to the Director, Centre for Distance Learning, GITAM University, 3rd floor, Balaji Metro Plaza, Dondaparthi Main Road, Visakhapatnam – 530 016, on or before the last date as specified above. The candidate has to carefully go through the instructions given in the Application Form before filling-in. The candidate should note that the Application Form contains Hall Ticket in duplicate also. The signature of the candidate is necessary both on the Hall Ticket and Examination Application Form. **Incomplete applications are liable to be rejected.**

HALL TICKET

The candidate has to collect the Original Hall Ticket from the Chief Superintendent of the Examination Centre which he/she has chosen, three days before commencement of the examination. No further intimation will be sent to the candidates in this regard.

The candidates are informed that the defaulters of Tuition Fee to the CDL will not be permitted to take the examination and those who have not already paid should pay the necessary Tuition Fee by way of Demand Draft in favour of **Centre for Distance Learning, GITAM University** payable at **Visakhapatnam**.

With best Wishes,

Yours sincerely,

Director

Encl : Examination Application Form & Time Table.

Note :

1. The candidate has to note their Name and Identity Number compulsorily on the reverse side of the Demand Draft.
2. If sufficient candidates are not registered at a particular centre or for any other reasons the CDL reserves the right to allot the candidates to nearby centre.
3. University reserves right to change the examination centre opted by the candidate.
4. Learners enrolled in M.Com and M.A (Economics) are given the option to write their examinations in English or Telugu. Others have to write only in English.
5. Year-end examinations in PG Diploma in Communication Skills / Diploma in Communicative English will be held in November 2010.