





**(Can be retained by the Student)**

**INSTRUCTIONS FOR M.B.A. / M.C.A. / M.Com. / M.A. ENGLISH/ M.Sc. MATHS/M.SC. STATISTICS STUDENTS**

1. All entries should be in the candidate's own handwriting and the candidate will be held personally responsible for any incorrect entry that he/she makes.
2. All students who have studied the CD based Modules/Courses have to fill in the Examination forms and have them attested by the Director, Centre for Distance Education, OU on top of the College stamp in the space indicated for the same. The filled in, stamped and attested student exam forms should be forwarded to the Director, CDEOU in person or through post to reach the CDE, OU at least three weeks before the chosen examination date.
3. The fee paid for all modules is inclusive of the Exam Fee of Rs 50/- per module (for one attempt per module only).
- a. If the candidate **fails** the module Exam at the first attempt, or if the candidate is absent on the date chosen by him/her as indicated in the Hall Ticket, the Candidate has to reappear for the examination after a month's duration by filling in the fresh examination application form with a fee of Rs.50/- per module per attempt in the form of a DD in favour of the Director, PGRR Centre for Distance Education, Osmania University, Hyderabad.
- b. Change of dates will not be entertained. Under special circumstances, a change of date may be considered and students will have to reapply with a fine of Rs.50/- in the form of a DD in favour of the Director, PGRR Centre for Distance Education, Osmania University, Hyderabad.
4. The candidate must bring the attested examination hall ticket to the exam venue to do the MCC Exam. If the hall ticket is lost, the candidate must apply for a duplicate by paying a DD of Rs.50/- in favour of the Director, PGRR CDE, OU and complete the process again at least two weeks before the examination due date.
5. During the examination the candidate is not permitted to have the cell phone on and course material in any form in the examination hall.

**6. MODULAR CERTIFICATE COURSE EXAMINATION**

(a):

Programme	MCC Modules	Module ID
M.Com./M.A.English/M.Sc.Maths/M.Sc.Stastics - I <sup>st</sup> Year	Communicating for Success	MCC 09
M.Com./M.A.English/M.Sc.Maths/M.Sc.Stastics - II <sup>nd</sup> Year	Personal Effectiveness	MCC 11

The Examinations for the above stated modules in M.Com /M.A. English/M.Sc. Maths / M.Sc. Statistics as Value Addition will be conducted on the dates given below.

Month	Date	Year
May	1 <sup>st</sup> to 20 <sup>th</sup>	From 2006 onwards
December	1 <sup>st</sup> to 20 <sup>th</sup>	From 2006 onwards

(b):

Programme	MCC Modules	Module ID
M.B.A. / M.C.A.	1. Communicating for Success	MCC 09
	2. Personal Effectiveness	MCC 11
	3. Professional Effectiveness	MCC 18
	4. Leadership for Organisational Effectiveness and Growth	MCC 19

The Examinations for the above stated modules in MBA/MCA as Value Addition will be conducted on the dates given below.

Month	Date	Year
May	21 <sup>st</sup> to 31 <sup>st</sup>	From 2006 onwards
December	21 <sup>st</sup> to 31 <sup>st</sup>	From 2006 onwards

7. Please attach a Xerox copy of the Identity card along with the filled in examination application form.
8. The duration of the exam will be 1 hour per Module.
9. The last date for the receipt of examination application forms :
  - i. For the examination in May – Last date is 7th April and
  - ii. For the examination in December – Last date is 7<sup>th</sup> November for that academic year.
10. You need to complete these modules preferably before or during the course of your M.B.A./M.C.A./ M.A. English / M.Sc. Maths / M.Sc. Statistics programmes. However, the student can also do the Modular Certificate Course examination even if he/she has passed the M.B.A./M.C.A./ M.A. English / M.Sc. Maths / M.Sc. Statistics programmes.
11. Individuals who are no longer students of the Centre in which they were originally enrolled can also apply independently for the exam. Along with the Exam form they must also provide a Xerox/photocopy of their MCC ID card indicating their ID No.
12. If the candidate fails in any one of the Modular Certificate Course exams it will not affect his/her main MBA / MCA. / M.A. English / M.Sc. Maths / M.Sc. Statistics programme in any way.
13. You can take any number of modules during a day.
14. These are Computer based Examinations. The **venue** for the examinations will be PGRR CDE, OU.
15. The examinations forms are available at the Sales Counter (free) at CDE, OU or are available for downloading from our website: [www.oucde.ac.in](http://www.oucde.ac.in) in the "Downloads".

**Note:** If you need any help regarding the courseware, kindly contact the Lab faculty at the MCC Lab between 10.30 A.M. to 6.00 P.M. on all working days. Contact Phone Nos: 27097548, 27098350, and 27091605.