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CONTROLLER OF EXAMINATIONS  
OSMANIA UNIVERSITY  
HYDERABAD-500007

[Accredited By NAAC with 'A+' Grade]

No. 01 / Inf/ Tech/Exams/18

Dated:02-01-2018

### NOTIFICATION

It is hereby notified for the information of all the concerned that the **MCA III Year I Semester (Main & Backlog), III Year II Semester (Supply), II Year I Semester & II Semester (Supply), I Year I Semester & II Semester (Supply) & I Semester (CBCS) (Main & Backlog), II Semester (CBCS) (Supply) and III Semester (CBCS) (Main)**, Examinations will be conducted in the month of January 2018. The detailed Time-Table will be issued in due course.

Following is the schedule for payment of examination fee and submission of examination application forms at the Office of the concerned Principal of respective College(s) from 10-01-2018.

Descriptions	Last Date	Fee particulars
<b><u>For Students:</u></b> Payment of examination Fee and submission of Examination application forms at their respective colleges.	<b>1.Without Late Fee 8-01-2018</b> <b>2.With Late Fee of Rs. 200/- 10-01-2018</b>	<b>Rs. 1010 /-</b> (For one or more papers) Rs.400/- Processing Fee. For Fresh Batch Students. (2017-2018) who are admitted in First Year.
<b><u>For Colleges:</u></b> Remittance of Consolidated Examination fee to Registrar, Osmania University Exam Fee Fund A/C No. <b>52198262033</b> . Submission of EAF Online	<b>12-01- 2018</b>	

### SPECIAL INSTRUCTIONS TO THE PRINCIPALS

- The College login will be closed after the last date.
- Principals are requested not to forward/submit the EAF of Not Eligible Candidates. The results of Not Eligible candidates will be cancelled at any stage, if they write the examination.

### NOTE:-

- ❖ The Students are advised to enclose Xerox copies of their qualifying examination Certificates attested by the College Principal's concerned with the examination application forms and Migration Certificates if any with Migration Fee of Rs. 150/- ( If the candidate belongs to other than O.U. )
- ❖ In respect of the candidates who have completed Course requirement having appeared for III year II semester and completed double duration of the Course but do not crossed (8) years from the date of admission, have to pay an additional amount of Rs.1000/- per subject, Semester-wise along with normal Semester Fee i.e. **(10 Batch & 11 Batch) (12 Digit) only (UPTO 2009 12 digits AND EARLIER BATCH NEED NOT APPLY)**

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- ❖ In respect of I Semester (CBCS) Fresh Admissions the Colleges have to get clearance letter from the Director, Academic Audit Cell, O.U. and the Examination Application Forms of I Sem.(CBCS) students during the Academic year 2017-18 are to be submitted online through College login. Also hard copy of the same may be downloaded and submitted to the Examination Branch duly signed by the students and Principal concern along with photocopy of qualifying Certificate.
- ❖ The Principal is requested to send the **Faculty list** without which the examination forms will not be accepted.
- ❖ The Principal is requested to verify the eligibility of the students thoroughly and forward the same to this office for the issue of Hall Ticket. If failed to verify the eligibility of the candidates, the principal is held responsible for the issue of hall ticket by this office to the non-eligible candidates.
- ❖ The Colleges maintaining their account with the branches of State Bank of India (SBI) OR any other bank are required to deposit the consolidated amount in any branch of SBI for Credit into **“Registrar, Examination Fee Fund A/c No.52198262033”** and can obtain a receipt from the bank and submit the same to the Examination Branch along with Examination forms on or before **12-01-2018**

*Application Forms submitted after 12-01-2018 will have to pay a Penal fee of Rs. 1200/- per day.*

- ❖ As a part of the Core Banking System, all the students are hereby instructed to deposit the Examination Fee into their respective college accounts only for onward transmission to the University by the college.
- ❖ **Not to collect the Exam fee from Blind, Physically Disabled Deaf & Dumb students as per O.U. Order No. 1555/228/2007-08 /Budget-V, dated: 25-03-2008. A Xerox copy of medical Certificate confirming their status as Handicapped (minimum percentage of disability must be of 40% attached to the application forms. **Blind, Physically Disabled, Deaf & Dumb students applications forms should be submitted separately along with separate Nominal Roll.****

**Important Note:**

- ❖ Any discrepancies with regards to the Candidate data such as Internal marks, Practical, Viva-voce and Projects etc. should be brought to the notice of concerned officials of Examination Branch and obtain the acknowledgement within one month of declaration of results. After one month, queries will not be entertained.
- ❖ **ALL THE PRINCIPALS ARE REQUIRED TO TRANSFER THE FEE AMOUNT THROUGH RTGS/NEFT ONLY FOR CREDIT INTO REGISTRAR OSMANIA UNIVERSITY EXAM FEE FUND A/C NO. 52198262033 (SBI, O.U. BRANCH, IFSCCODE “SBIY0020071”).**

***Examination application forms will not be accepted without fulfilling the above Conditions.***

Sd/-

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