



Tel : Office: 27098951/293, 27098072
 CONTROLLER OF EXAMINATIONS,
 OSMANIA UNIVERSITY,
 HYDERABAD - 500 007.

(Re-Accredited by NAAC with A+ Grade)

No.001 /UG/ Annual/Exams/2017-18

Dated: 02.01.2018

NOTIFICATION

BA/B.Com./B.Sc./B.B.A./B.S.W. ANNUAL EXAMINATIONS - 2018 (FOR REGULAR III Year CANDIDATES ONLY)

It is hereby notified to all the eligible Regular candidates of B.A./ B.A (Vocational) / B.S.W/B.Com.(General)/B.Com.(Computers)/B.Com.(Computer Applications)/B.Com.(Honours), B.Com.(Vocational)/B.Sc./ B.Sc.(Vocational) , B.B.A course(s) of III year enrolled during the academic year 2017-2018 to register for the **Annual Examinations - 2018** to be conducted in March / April 2018, the following is the schedule for the payment of examination fee and submission of examination application forms at their respective college(s).

Descriptions	Last dates		
	Without late fee	With late fee	
		Rs. 200/-	Rs 500/-
<u>For Students</u> Payment of Examinations fee and submission of Examination application forms at their respective colleges.	23-01-2018	29-01-2018	06-02-2018
<u>For Colleges</u> 1.Remittance of consolidated Examination fee to Registrar Osmania University Exam Fee Fund A/c No. 52198262033.	24-01-2018	01-02-2018	11-02-2018
1. Preparation & Submission of E.A.F. Online	24-01-2018	01-02-2018	12-02-2018
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, O.U.	03-02-2018		12-02-2018

SPECIAL INSTRUCTIONS TO THE PRINCIPALS

- The college login will be closed after the last date as mentioned above.
- The late fee will be levied automatically in case the fee is not remitted to the O.U. A/C .
- Late Fees will be levied, if online EAFs are not submitted on or before due date, even if fees remitted into fund account within due 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, even if they appear for the examinations.
- The Principals are requested to transfer consolidated exam fee amount into Registrar Osmania University Exam Fee Fund A/C No 52198262033 (SBI, O.U Branch, IFSCCode "SBIN0020071"), SBH,O.U through NEFT/RTGS only.

Note:

1. The details of Examination Fee schedule is enclosed.
2. The exact date of commencement of the Examinations and detailed time table will be notified later.
3. A separate notification will be issued soon after the declaration of the results of Supplementary Examinations (Oct/Nov) 2017, to enable the candidates having backlogs to register for the UG Annual Examinations to be held in March/April 2018.
4. The Examination fee once paid by the candidate/college will not be refunded or adjusted.
5. **The Examination application forms of III year eligible students (i.e. admitted to I Year during the academic year 2012-13 onwards) of the academic year 2017-18 are to be submitted online through college login. Also, hardcopy of the same may be downloaded and submitted to the examination branch duly signed by the Student and the Principal concerned along with photocopy of memo.**

6. The Principals of the Under - Graduate colleges, Osmania University, Hyderabad is requested to:

a) 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%) must be attached to the Application forms. Blind, Physically Disabled, Deaf & Dumb Students Application forms should be submitted separately along with Separate Nominal Roll.

- a) Inform all the concerned candidates that the payment of examination fee & submission of application forms will not be entertained after the due date **under any circumstances.**
- b) Instruct the students to enclose the Xerox copies of the memorandum of marks of earlier examinations to verify eligibility, and Equivalency Certificate issued by the Board of Intermediate, A.P, if the candidates are from other board.
- c) Prepare separate nominal rolls for **Vocational & Honours** students and send the forms separately, otherwise their forms will not be accepted.
- d) Note that the H.T No allotted to a candidate at the time of admission shall not be changed or allotted to another candidate, even if the first candidate has cancelled his/her admission.
- e) Forward only the Examination application forms of the candidates who have **put in required Percentage of attendance as per University norms.**
- f) In case of the candidates transferred from other Universities and autonomous colleges a new H.T number which is not allotted earlier to any of the candidate of the college has to be allotted and enclose the OU Admission/Permission orders for transfer, memorandum of marks, migration certificate of the parent University.

7. The University has decided to accept the payment of Examination fee through **Core Banking System** from the Colleges under Osmania University Jurisdiction

1. **It is required to transfer the fee amount through RTGS / NEFT for credit into Registrar Osmania University Exam Fee Fund A/c No 52198262033 (SBI, O.U Branch, IFSC Code "SBIN0020071").**

Under any Circumstances CASH/ Demand drafts will not be accepted.

2. **Application forms with all the requirements should reach the Examination Branch, OU, on or before 03-02-2018. A penal fee @ Rs.1,000/- per faculty will be collected per day from the college on applications received after 03-02-2018. Application forms with a fine of Rs 500/- should reach the Examination Branch, O.U on 14-02-2018.**

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3. **Consolidated fee receipt** obtained from the SBI Bank may be submitted to the Deputy Registrar (Cheque-II) Section, Examination Branch, O.U, where Receipts Pertaining to B.A/B.Com/B.Sc/B.B.A/B.S.W will be issued separately. (In no case individual receipts submitted by students will be accepted).
 - a. **No Dues certificate** issued by the Academic Branch, O.U.
 - b. **Fee Receipt** issued by the Deputy Registrar, Cheque-II section, Examination Branch, O.U.
 - c. **Fee Abstract (in duplicate)** One hard copy of the Fee Abstract Prepared/downloaded using the link provided at College Login.
 - d. **Nominal Rolls:** One hard copy of nominal rolls(consolidated list of candidates) generated using the Students online information System after due verification by the Principal.
 - e. **List of Transferred Candidates:-**
 - i Transferred from one college to another college of Osmania University.
 - ii Transferred from other Universities
 - f. **List of Physically handicapped and Deaf & Dumb Candidates.**
 - g. **Subject-wise Data & Elective Papers Data** of registered candidates in the prescribed proforma, must match with that of the applications submitted.
4. This notification is available on website **www.osmania.ac.in**.

Sd/-
CONTROLLER OF EXAMINATIONS

Copy to :

- 1) The Principal of concerned college,
- 2) The Director, PGRRCDE, O.U.,
- 3) The Director, Directorate of Academic Audit, O.U.,
- 4) The Deputy Registrar, Academic, O.U.,
- 5) The Jt. Director, Directorate of Academic Audit, O.U.,
- 6) The Finance Officer, O.U.,
- 7) The Deputy Registrar, Accounts, O.U.,
- 8) The Addl. Controller of Examinations (Confidential.), O.U.,
- 9) The Addl. Controller of Examinations (EDP), O.U.,
- 10) The Director, University Press and Publications, O.U.
- 11) The Chief Public Relations Officer, O.U,
- 12) The Spl.Officer, Infrastructure, OU
- 13) The Dean, Students Affairs, O.U.,
- 14) The Secretary to Vice - Chancellor, O.U.,
- 15) The P.A. to Registrar, O.U.,
- 16) The Superintendent, B.A./B.Sc./B.Com.(YWS) sections
- 17) The Superintendent (Stores), Examination Branch, O.U.



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No. 002 /UG/ANNUAL/EXAMS/2018

Dt: 02.01.2018

To
The Principal

Sub: B.A./B.Com./B.Sc./B.B.A/B.S.W. (YWS) Annual Examinations - 2018 Examination Fee Details - Regarding

Sir/ Madam,

The details of Examination Fee payable for B.A./B.Com./B.Sc./B.B.A./B.S.W examinations are as follows :-

1. B.A, B.S.W III Year

All papers

₹ 870/- + 50 /-For Memo

Migration Fee

₹ 125/-

(Candidates who took admission from other Board/University)

1. B.Com& B.Sc. III Year

All papers

₹ 960/- + 50 /-For Memo

Migration Fee

₹ 125/-

(Candidates who took admission from other Board/University)

2. B.B.A (Reg) III Year

All papers

₹ 1130/- + 50 /-For Memo

Migration Fee

₹ 125/-

(Candidates who took admission from other Board/University)

3. B.A. B.Sc. B.Com.B.S.W.&B.B.A(III Year Only)

Provisional Certificate

₹ 60/-

Consolidated Memo

₹ 125/-

Sd/-

Controller of Examinations