



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

(Accredited with Grade A+ by NAAC)

No.422 /OL/Annual/Exams/2017-18

Date:27 12-2017

NOTIFICATION

It is hereby notified for that information of all concerned that the Osmania Entrance, Pre-Degree-Course I & II Yr , B.A.(Languages) I, II & III year & M.A.(Languages) I & II Year Regular & Backlog Candidates Including Centre for Distance Education (CDE) courses i.e., B.A.(Languages)-I, II year & III Year (3 YDC) Exams to be scheduled during month of **April 2018**. The detailed Time-Table and Examination Centers will be notified later.

Descriptions	Last dates	
	Without late fee	With late fee of Rs. 200/-
<u>For Students</u> Payment of Examinations fee and submission of Examination application forms at their respective colleges.	29-01-2018	05-02-2018
<u>For Colleges</u> 1. Remittance of Examination fee to Registrar, Osmania University Exam Fee Fund A/c No. 52198262033. 2. Preparation & Submission of E.A.F.Online	03-02-2018	10-02-2018
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, O.U.	03-02-2018	10-02-2018

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 SUBMIT EXAMINATION APPLICATION FORMS OF NOT ELIGIBLE CANDIDATES.**
- **FURTHER, IT IS CLARIFIED THAT THE RESULTS OF SUCH CANDIDATES WHO ARE NOT ELIGIBLE TO APPEAR FOR THE EXAMINATIONS WILL BE CANCELLED AT ANY STAGE.**
- **Candidate should Submit Date of Birth Certificate issued by Muncipal Corporation of Hyderabad or competent authority.**

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EXAMINATION FEE PARTICULARS (INCLUDING MEMO OF MARKS):

1. OSMANIA ENTRANCE FOR ALL PAPERS	Rs.890/- + 50/- For Memo
OSMANIA ENTRANCE FOR ONE OR TWO PAPERS	Rs.655/- + 50/-For Memo
2. PRE-DEGREE-COURSE FOR ALL PAPERS I/ II YEAR	Rs.890/- +50/- For Memo
PRE-DEGREE-COURSE FOR ONE OR TWO PAPERS	Rs.655/- +50/- For Memo
3. B.A.[LANGUAGES] FOR ALL PAPERS I/ II/ III YEAR	Rs.725/- + 50/- For Memo
B.A.[LANGUAGES]FOR ONE OR TWO PAPERS	Rs.510/- + 50/- For Memo
<u>IMPROVEMENT PER PAPER</u>	Rs.300 /- + 50/- For Memo
4. M.A.[LANGUAGES] FOR ALL PAPERS I/II YEAR	Rs.725/- + 50/- For Memo
M.A.[LANGUAGES] For ONE OR TWO PAPERS...	Rs.510/- +50/- For Memo
<u>IMPROVEMENT PER PAPER</u>	Rs.300/- + 50/- For Memo

NOTE: Fresh Candidates who are appearing for Examination, i.e., **B.A.(Languages) - First year of Rs.200/- and M.A.(Languages) Previous of Rs.300/- should pay "EXAMINATION PROCESSING FEE"** in addition to the Examination fee (one time fee to paid in the 1st year only)

The Candidates who are appearing for **Osmania Entrance, PDC-II year, B.A.(Languages)-III Year and M.A.(Languages)-Final Year Examination should pay Rs.60=00 extra along with the Exam fee for Provisional Certificate.**

Candidates from other Board /Universities should enclose their **Original Migration Certificate together with a fee of Rs.125/- in addition to the Examination Fee.**

Candidates who have applied for Revaluation also have to pay the Examination fee as per the above schedule without waiting for the results of Revaluation as the case may be.

As per the Rules of the University, candidates are admitted to Osmania Entrance, Pre-Degree-Course, B.A.(Languages) & M.A.(Languages) courses must complete the course of study as duly registered candidates in double the duration of the course. They are however, eligible to clear the backlog papers, if any, for which they have to pay a special examination fee of Rs.1000/- per paper in addition to the normal examination fees, **within next two (2) years** immediately after the prescribed period of study (i.e. double the duration of the course).

INSTRUCTIONS TO THE STUDENTS

Candidates are advised to mention their address and Father's & Mother's Name, as per qualifying examinations certificate in the Online Examination application forms without fail. After wards no correction will be considered.

INSTRUCTIONS TO THE PRINCIPALS

The Examination Application Form (EAF) 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 qualifying examination (user manual is enclosed). Xerox copies of Examination Application Forms & Photographs will not be considered.

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The University has decided to accept the payment of Examination fee through Core Banking system from the colleges under Osmania University jurisdiction as communicated vide. Lr.No.171207/COE/2007, dated 17-12-2007. The Core Banking system has come into effect from 01-04-2008 onwards.

The colleges those maintaining their account with the branches of State Bank of India can remit the fees through the same branch of credit of Registrar, Osmania University Examination Fee Fund **A/C No. 52198262033** maintained with **State Bank of India, O.U. Branch.**

In case the College is maintaining account with any Bank other than State Bank of India they are required to deposit money/Cheque in favour of the Registrar University examination fee fund **A/c No. 52198262033** in any Branch of State Bank of India for credit.

Under any circumstances CASH DEPOSIT –PAY-INSLIP/DEMAND drafts will not be accepted. 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, IFSCCode “SBIN0020071).

Further after remitting the Examination fee into Registrar, Examination Fee Fund Account through Core Banking system the College can obtain a receipt from the Bank and submit the same to the Examination Branch along with Examination Forms.

The Principals of the colleges are required to furnish the Subject wise data in the Prescribed Performs and submit the examination forms in the Office of the Controller of Examinations as per schedule stated above.

The Principals of the Colleges have to observe the following:

(a) Without and with penal fee Examination application forms have to be submitted in the Examination Branch, O.U. by **03-02-2018 & 10-02-2018** respectively with the Nominal Rolls along with a statement of subject wise strength.

(b) The Principals of the colleges are requested to enclose “NO DUES CERTIFICATE” and a copy of the Affiliation extension order for the year 2017-2018 with sanctioned strength issued by the Academic Branch, O.U. and “CLEARANCE ” from the DIRECTOR, ACADEMIC AUDIT CELL, O.U. otherwise their Examination forms will not be accepted.

(c) Approval from the Nodal Officer, Statistical cell, Administrative Building, O.U.

(d) One hard copy of nominal rolls (Consolidated list of candidates) generated using the students online information system after due verification by the principal and Ist year Nominal Roll signed by the Director, Directorate of Academic Audit cell, O.U.

(e) Forward only the Examination Application forms of the candidates who have put in required percentage of attendance.

(f) The Examination fee once paid by the candidate will not be refunded or adjusted.

(g) A Penal Fee of Rs.1000=00 per day shall be levied if the college fails to submit the examination application forms) with the stipulated date(s) mentioned above.

(h) The Principals(s) are responsible for certifying and forwarding the wrong information, if any, by the candidates.

This notification is also available on website **www.osmania.ac.in**

Sd/-

Addl.C.O.E

(Prof.Wing-II)

Sd/-

CONTROLLER OF EXAMINATIONS

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Copy to:-

1. The Principal of concerned college,
2. The P.A. to Vice-Chancellor, O.U.,
3. The P.A.to Registrar, O.U.,
4. The P.A. to the OSD, O.U.,
5. The Dean, Faculty of Oriental Languages, O.U.,
6. The Director, Academic Audit Cell, O.U.,
7. The Director, PGRRCDE, O.U.,
8. The Director, University Press, O.U.,
9. The Dean, Students Affairs, O.U.,
- 10.The Public Relations Officer, O.U.
- 11.The Dy.Registrar [Academic], O.U.,
- 12.The Addl.Controller of Examinations [Confidential],
- 13.The Addl.COE, EDP Section, O.U.,
- 14.The Superintendent, Stores Section, Examination Branch, O.U.

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