



EXAMINATION BRANCH
OSMANIA UNIVERSITY
HYDERABAD-500 007, A.P.

No:461/OL/Annual/Exams/2012-13

Dated:18-12-2012

P R E S S N O T E

It is hereby notified for the information of all concerned that the Osmania Entrance, Pre-Degree- Course I & II Year (2-Year-Course) and B.A.(Languages)-I, II & III year (3-YDC) and M.A.(Languages) Previous and Final Annual Examination [All Regular & Backlog Candidates] , including Centre for Distance Education [C.D.E.] courses i.e., PDC.-I & II year and B.A.(Languages)-I,II & III year [3-YDC] Exams to be scheduled during month of April/May 2013. The detailed Time-Table and Examination Centre(s) will be notified later.

The schedule for payment of Examination fee and Submission of Examination Application forms duly completed in all respects to the respective college Principals is given below: -

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| * Last date for payment of the Examination Fee and submission of Examination Application forms
<u>WITH OUT LATE FEE</u> | Tuesday
22-01-2013 |
| *Last date for payment of the Examination Fee and submission of Examination Application forms
<u>WITH A LATE FEE OF Rs.100/-</u> | Tuesday
29-01-2013 |

EXAMINATION FEE PARTICULARS (INCLUDING MEMO OF MARKS):

1. OSMANIA ENTRANCE FOR ALL PAPERS	Rs.520/- + 50/- For Memo
OSMANIA ENTRANCE FOR ONE OR TWO PAPERS	Rs.405/- + 50/- For Memo
2. PRE-DEGREE-COURSE FOR ALL PAPERS I / II YEAR	Rs.520/- +50/- For Memo
PRE-DEGREE-COURSE FOR ONE OR TWO PAPERS	Rs.405/- +50/- For Memo
3. B.A.[LANGUAGES] FOR ALL PAPERS I / II / III YEAR	Rs.445/- + 50/- For Memo
B.A.[LANGUAGES]FOR ONE OR TWO PAPERS	Rs.310/- + 50/- For Memo
<u>IMPROVEMENT PER PAPER</u>	Rs.300/- + 50/- For Memo
4. M.A.[LANGUAGES] FOR ALL PAPERS I / II YEAR	Rs.445/- + 50/- For Memo
M.A.[LANGUAGES] For ONE OR TWO PAPERS...	Rs.310/- +50/- For Memo
<u>IMPROVEMENT PER PAPER</u>	Rs.300/- + 50/- For Memo

Note :- Fresh candidates who are appearing for Examinations, i.e., **B.A.[Languages]-First year of Rs.200/- and M.A.[Languages]-Previous of Rs.330/-** should pay “**EXAMINATION PROCESSING FEE**” in addition to the examination fee (one time fee to be 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.

The Examination application forms of I & II & III year students of the academic year 2012-13 (whose data is available online) 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).

All the Colleges under the Nalgonda and Nizamabad District are required to submit the Examination application forms of only III year candidates to Osmania University.

NOTE:-

As a Part of the **Core Banking System**, all the students are hereby instructed to deposit the examination fee into their respective college principal's accounts only (students are advised **not to obtain the** DD in favour of the 'the Controller of Examinations')

IMPORTANT NOTE:-

All the College principals are requested to deposit (Credit) the consolidated examination fee amount into **"Registrar, Osmania University Examination Fee Fund A/c No.52198262033"** In any branch of State Bank of Hyderabad and obtain a receipt from the bank and submit the same to the examination branch along with examination forms.

The candidates who are appearing for Improvement, they must clearly mention on their Application form **FOR IMPROVEMENT** otherwise their application will not be considered for Improvement as per the existing norms.

The prescribed Examination application forms can be obtained from the Director, University Press, Osmania University, Hyderabad-7, on payment of Rs.10=00 in person or by post on payment of Rs.60=00 drawn in favour of the Director, University Press, Osmania University.

The Application forms not accompanied by the required Xerox copies of Memo of Marks attested by the concerned Principal of earlier Examinations are liable to be rejected.

No Application will be accepted after 29-01-2013

The Principals of the Colleges have to observe the following:-

NOTE:- Enclose the clearance certificate issued by the stores section of Examination Branch as a proof of returning the unused Examination Stationery pertaining to the Examinations conducted recently.

- (a) Without and with penal fee Examination application forms have to be submitted in the Examination Branch, O.U. by **28-01-2013** and **02-02-2013** 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 2012-2013 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 I year Nominal Roll signed by the Director, Directorate of Academic Audit, O.U.
- (e) Fees Abstract (in duplicate) the first copy to be submitted to the Deputy Registrar (Cheque-II Section), Examination Branch, O.U. and the second copy to the concerned sections.
- (f) The Principals have to instruct the concerned candidates to fill their particulars in the Examination Application form(s) carefully, and get their Passport size photos duly attested. The candidates have to **enclose the copies of Memo of Marks**

for Verification.

- (g) Forward only the Examination Application forms of the candidates who have put in required percentage of attendance.
- (h) **Candidates from other Board/ Universities should enclose their Original Migration Certificate together with a fee of Rs.125/- in addition to the Examination Fee.**
- (i) **Candidates who have applied for Revaluation/Recounting also have to pay the Examination fee as per the above schedule without waiting for the results of Revaluation/Recounting as the case may be.**
- (j) The Examination fee once paid by the candidate will not be refunded or adjusted.
- (k) **A Penal Fee of Rs.500=00 per day** shall be levied if the college fails to submit the examination application form(s) with in the stipulated date(s) mentioned above.
- (l) The Principal(s) are responsible for certifying and forwarding the wrong information, if any, by the Candidates.

Sd/-

CONTROLLER OF EXAMINATIONS

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. (with a request to arrange to publish the matter in the Local Daily Regional Languages News Papers in City and District Editions, including T.V. / Radio.
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.