

Tele: Office: 27098993, 27682361
27098072

Fax: 091-040-27098123



**CONTROLLER OF EXAMINATIONS
OSMANIA UNIVERSITY
HYDERABAD - 500007**

(Re-Accredited by NAAC with 'A' Grade)

No.027/PG/Exams/2013

Date : 27.09.2013

PRESS NOTE

1. It is hereby notified for information of all the **REGULAR CANDIDATES** of **M.A./M.Com./M.Sc./M.S.W. / M.Com.(IS) /BLISC/MLISC/ MCJ (CBCS & Non-CBCS)** of all the Campus, Constituent, Affiliated and O.U. P.G. District Colleges that the **I & III Semester (Regular)** Examinations are scheduled in the month of **November, 2013**. The detailed Time-Table will be notified in due course.

2. **Candidates should not apply for any of their backlog paper(s) or for paper-wise Improvement in the above examinations.**

3. The schedule for payment of examination fee and submission of examination application forms at the respective colleges is given below :-

a) Last date for payment of examination fee without late fee and submission of Examination forms at the respective Colleges.

**Wednesday
23.10.2013**

b) Last date for payment of examination fee with a late fee of **Rs.300/-** and submission of examination application forms at the respective Colleges.

**Wednesday
30.10.2013**

4. **DETAILS OF EXAMINATION FEE :-**

A) i) M. Sc. Bio-Technology, Forensic Science, Environmental Science, Analytical Chem., Phar. Chem., Nutrition & Diet., Electronics., Computer Science & Geo-informatics
ii) M. Com.(IS)

Rs.1100 + 50 = 1150/-

B) i) All other M. Sc. Courses excluding those Mentioned above under item A.i.
ii) M. Com./M.A./MSW Courses.
iii) BLISC/MLISC/MCJ

Rs.460 + 50 = 510/-

D) Principals are requested to pay the Examination fee separately on the dates given below and obtain the receipts from the bank.

1. **Without late fee on** **24.10.2013**
2. **With late fee on** **31.10.2013**

P.T.O.

- E) FEE PAID ONCE CANNOT BE REFUNDED OR ADJUSTED FOR ANY FUTURE EXAMINATION.
5. IN ADDITION TO THE ABOVE EXAMINATION FEE, EACH CANDIDATE APPEARING I-SEMESTER EXAMINATION FOR THE FIRST TIME IS REQUIRED TO PAY RS.400/- EXAMINATION PROCESSING FEE (ONCE IN A COURSE TIME).
6. Fresh candidates appearing for I-Semester shall enclose Xerox copies of their qualifying Degree Certificates (i.e. provisional & Convocation certificates) duly attested by the Principal of College concerned. The other University candidates should enclose their Original Migration Certificate together with a fee of Rs.150/- in addition to the examination fee.
7. i) The Principals are requested to forward all the examination application forms of the eligible candidates duly attested on or before 04.11.2013 without fail. Forms received after the due date will be levied a penal fee of Rs.1000/- per day.
- ii) Further, the Principals are requested to submit COMPULSORY the following documents, other wise their forms will not be accepted.
- 1) The detailed fee statement signed by the college Principal.
 - 2) The list of admitted I-Semester candidates for the year 2013-2014 signed by the Director, P.G. Admission, O.U.
 - 3) No Dues Certificate and Affiliation extension order for the year 2013-2014 with sanctioned strength issued by the Academic Branch, O.U.
 - 4) The clearance certificate from the Director, Directorate of Academic Audit, O.U.
 - 5) **The copy of online EAF form signed by the candidate after verifying the Name, Father name and Paper Titles.**
 - 6) Clearance certificate from Nodal Officer, Statistical Cell, O.U.
- iii) **ALL THE REGULAR CANDIDATES OF I & III-SEMESTER (13 & 12 BATCHES) SHOULD SUBMIT THEIR EXAMINATION FORMS THROUGH ONLINE ONLY.**
- iv) **The College will be held responsible for any mistake committed while filling the candidate name, father name and paper title (Theory & Practical) through ONLINE. IN CASE OF ANY MISTAKE RS.1000/- will be levied as FINE for rectification of each error.**
- v) The Principals are also requested to submit subject-wise/paper-wise data including specializations/electives offered at their college (in duplicate) separately.

8. The Principals are requested to remit the Examination fee in any branch of State Bank of Hyderabad in favour of **the Registrar, Examination Fee fund, O.U. A/C No.52198262033 (as per O.U. Letter No.17120/COE/2007, dated : 17.12.2007) and obtain a receipt from the Bank and submit the same to the Examination Branch along with Examination Forms.**

Note :- The examination application forms will not be accepted unless the college submits clearance certificate from the superintendent (stores) of the Examination Branch with regard to the account of 32 page booklet stationery.

Sd/-

CONTROLLER OF EXAMINATIONS

Copy to:-

1. The Principal _____
2. The Head, Dept. of _____
3. The Director, University Press, O.U.
4. The Director, Directorate of Academic Audit, O.U.
5. The Addl. Controller of Examinations (Confidential), O.U.
6. The Dy. Registrar (Academic), O.U.
7. The Secretary to the Vice-chancellor, O.U.
8. The P.A. to the Registrar, O.U.
9. The P.A. to the O.S.D., O.U.
10. The Public Relations Officer, O.U.
11. The Addl. Controller of Examinations (EDP Section), Exam. Branch , O.U.
12. The Superintendent (Stores Section), Exam Branch, O.U.