

EXAMINATION BRANCH : OSMANIA UNIVERSITY: HYDERABAD - 500 007

No.011/PG/Exams/2013

Date : 11.01.2013

P R E S S N O T E

It is hereby notified that the Examinations of **M.B.A. (PE) I, III & V-Semester (Regular)** Examinations pertaining to the candidates of Institute of Public Enterprise, Hyderabad are schedule to be held in the Month of **February, 2013**. The detailed Time-Table will be notified separately in due course.

SCHEDULE OF EXAMINATION FEE

1. Fee for all Papers	Rs.1020+60 (Memorandum of Marks)
*2. Processing fee	Rs.300/- (For I-Semester candidates only) (once in a course time)

The last date for payment of Examination fee and submission of Examination Application Forms Online is shown below :-

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|---|--------------------------------|
| i) Last date for payment of examination fee without late fee and submission of Examination forms at the respective Institute. | Monday
21.01.2013 |
| ii) The last date for submission of Examination application forms to the Controller of Examinations, Osmania University by the Institute. | Thursday
24.01.2013 |

*In addition to the Examination fee, each candidate appearing for I-Semester Examination for the first time is required to pay Rs.300/- Examination processing fee (once in a course time). Examination fee once paid cannot be refunded or adjusted.

Candidates appearing in this Examinations must enclose attested Xerox Copies of Memo of Marks of concerned Semester Examinations failing which Examinations for will be rejected straight away.

The Director is requested to verify the examination forms and eligibility of the candidates and forward the same to the Controller of Examinations, Osmania University by **24.01.2013** positively, along with the Nominal Roll (in duplicate) Semester-Wise and Elective-Wise of V Semester Candidates. Separately abstract statement required about the payment of Examinations Fee.

Fresh candidates appearing for M.B.A. (PE) I-Semester shall enclose Xerox copies of their Degree Certificates and marks memo of the qualifying examinations duly attested by the Principal of College concerned. Candidates from other Universities should enclose their Original Migration Certificate together with a fee of Rs.125/- in addition to the Examination fee.

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 College is maintaining its account with the branches of State Bank of Hyderabad can remit the fees through the same branch for credit of Registrar, Osmania University Examination Fee Fund **A/c No. 52198262033** maintained with **Osmania University Branch of State Bank of Hyderabad**.

P. T. O.

In case the College is maintaining its account with any Bank other than State Bank of Hyderabad 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 Hyderabad for credit.

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 Director is requested to submit the **online Examination Application Forms (EAF)** to the Controller of Examinations, O.U. by date **24.01.2013**. If the examination application forms received after due date is over, the College has to pay **Rs.1000/-** per day as penalty for late submission of forms.

- NOTE :**
1. **The College is required to enclose the clearance certificate issued by the stores section of the Examination Branch as a proof for the unused examination stationery returned by the college pertaining to the examinations conducted earlier.**
 2. **“No Dues Certificate” for the Academic Year 2012-13 from the Deputy Registrar (Academic), O.U. and clearance certificate from Nodal Officer, Statistical Cell, O.U.**
 3. **The Principals are requested to submit the Internals award lists of M.B.A. (PE) I, III & V-Semester Online only by 24.01.2013. Manual Internal awards are not entertained by Controller of Examinations, O.U.**
 4. **Any Re-admissions, obtain the orders from Dy. Registrar (Academic), O.U., Hyd.**

Sd/-

CONTROLLER OF EXAMINATIONS

Copy to:-

1. The Director, Institute Public Enterprise, Hyderabad.
2. The Director, Academic Audit Cell, O.U.
3. The Director, University Press, O.U.
4. The Dean, Faculty of Management, O.U.
5. The Head, Dept. of Business Management, O.U.
6. The Chairman, B.O.S. in Business Management, O.U.
7. The Dy. Registrar (Academic), O.U.
8. The Addl. Controller of Examinations (Confidential), O.U.
9. The P.A. to the Registrar, O.U.
10. The Co-ordinator, (EDP Section), Exam. Branch, O.U.
11. The Supdt. (Stores Section), Exam Branch, O.U.