

NOTIFICATION
(For Backlog Candidates Only)

In continuation to this office Notification No. 480 /UG/EXAMS/2013-14 Date: 20 -11-2013 it is hereby notified for the **BACKLOG** candidates of B.A./ B.A. (Vocational) /B.A(CDE)/B.A (OUS) / B.S.W. / B.Com. (General)/ B.Com. (Computers) / B.Com (Honours)/ B.Com. (Vocational) / B.Com (CDE), B.Com (OUS)/ B.Sc./ B.Sc. (Vocational), course(s) of I, II & III years(Y.W.S) & B.B.A (I&II year) appearing for the Annual Examinations to be held in March/April, 2014, the following is the schedule for payment of Examination fee and submission of Examination application forms at their respective colleges is as follows:-

To the Candidate:

LAST DATE FOR PAYMENT OF EXAMINATION FEE & SUBMISSION OF APPLICATION FORMS WITHOUT LATE FEE	22.01.2014
LAST DATE FOR PAYMENT OF EXAMINATION FEE & SUBMISSION OF APPLICATION FORMS WITH A LATE FEE OF ₹ 100/-	29.01.2014

Note:

1. This Notification is meant for the candidates failed in Supplementary, 2013 and in earlier Examinations. Separate application forms should be submitted for each year of examination. The details of Examination Fee schedule is enclosed.
2. The Examination application forms of **ALL** students (All batches) 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**.
3. Candidates who have applied for revaluation/recounting also have to pay the examination fee as per the schedule without waiting for the results of revaluation/recounting as the case may be.
4. (a) **Candidates who were admitted to I year in the academic year 2006-2007& 2007-2008 and completed the course of study as duly registered candidates in double the duration of the course i.e. 6 years and intended to write backlog papers, have to pay an additional amount of ₹ 1000/- per subject, along with normal examination fee . (This rule is not applicable for P.G.R.R.C.D.E Students).**

(b) **Further, the University has accorded permission to all U.G. Students who were admitted to first year of the course prior to 2006-2007 and completed the course (all 3 years)of study as duly registered candidate in double the duration of the course i.e. 6 years to appear and clear their backlog papers in ensuing annual examinations 2014 with an additional fee of Rs 1000/- per paper in addition to exam fee, as a single chance , with existing syllabus/scheme. The examinations for these students shall be conducted only at twin city centres (Hyderabad,Secunderabad) .(This rule is not applicable for P.G.R.R.C.D.E Students)**.

© All the candidates of the colleges under **Mahabubnagar** district, admitted to I year during the academic year **2008-2009 and 2009-2010** and who intend to write I/II year backlog papers, should have registered/appeared III year at least once from Osmania University.

(d) All the Candidates of the colleges under **Nizamabad & Nalgonda** district, admitted to I year during the academic year **2008-2009,2009-2010& 2010-2011** and who intend to write I/II year backlog papers ,should have registered/appeared III year at least once from Osmania University.

(e). All the candidates who have the backlog of only IHC/Sci&Civ/Env.Studies/Comp.Skills I&II and intend to write examination, have to pay the examination fee and register for the exam.

5. Whenever the syllabus or scheme of examination changes, two more examinations one in the following September and the other in the following March shall be conducted according to old syllabus/regulations. Candidates not appearing in these examinations or failing in them shall take the examination subsequently according to the changed syllabus/regulations.
6. All the candidates of all Batches who have a backlog of **English Paper- I & Paper- II** have to appear for the Viva- Voce, CBT and Theory Examination.
7. The exact date of commencement of the examinations and detailed time - table will be notified later.
8. All the Principals are requested to inform the candidates that the examination fee & application forms will not be accepted after the due date.
9. The Examination fee once paid by the candidate/Principal will not be refunded or adjusted.
10. The Principals of the Under- Graduate colleges and the Director, PGRRCDE, Osmania University, Hyderabad are 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. **However ,the candidates admitted to I year during academic year 07-08 or earlier have to pay an additional fee of Rs 1,000/- per subject.** 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.**
 - b) The payment of Examination fee is accepted through **Core Banking System** from the Colleges under Osmania University Jurisdiction. **Under no circumstances Demand drafts will be accepted..**
 - I. The Colleges maintaining their account with the branch of State Bank of Hyderabad, can remit the fees through the same branch for credit of Registrar Osmania University Exam Fee Fund **A/c No. 52198262033** maintained with Osmania University Branch of State Bank of Hyderabad.
 - II. In case the College is maintaining its account with any Bank other than State Bank of Hyderabad, is required to **transfer the fee amount through RTGS** for credit into Registrar Osmania University Exam Fee Fund A/c No **52198262033(SBH, O.U Branch, IFSCode "SBHY0020071")**.
 - III. After remitting the examination Fee into the Registrar, Exam Fee Fund Account through Core Banking System the colleges can obtain a receipt from the Bank and submit the same to the Exam Branch along with Examination forms.
 - IV. Hence, collect the Examination fee as per the enclosed schedule from the candidates at the college and remit consolidated amount of B.A/B.Com/B.Sc/B.S.W/B.B.A. to the Registrar Exam Fee Fund account.

- c) Instruct the students to enclose the Xerox copies of the memorandum of marks of earlier examination and admission orders on Transfer issued by Academic Branch, OU. in case of transferred students from other Universities.
- d) In case of the candidates transferred from other Universities and autonomous colleges a new HT number which is not allotted earlier to any of the candidate of the college has to be allotted.
- e) **i) Submit the application forms Online, of the candidates who have applied without late fee on or before 24.01.2014 & remit the fee to Osmania University a/c on 24.01.2014.**
- ii) Submit the application forms Online, of the candidates who have applied with a late fee of Rs 100/- on or before 31.01.2014 & remit the fee to Osmania University a/c on 31.01.2014.**

11. **Submit all the Application forms along with the :**

- I. **Consolidated fee receipt** obtained from the SBH 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.S.W & B.B.A will be issued separately. (In no case individual receipts submitted by students will be accepted).
- II. **Nominal Rolls (Only one copy) :** One hard copy of nominal rolls (consolidated list of candidates) generated using the Students **online information System** after due verification and signed by the Principal.
- III. **Subject-wise Data & Elective Papers Data** of registered candidates in the prescribed proforma, which must matched with that of the application submitted.
- IV. **List of Transferred Candidates:**
- i. Transferred from one college to another college of Osmania University.
- ii. Transferred from other Universities.
- V. **List of Deaf & Dumb Candidates/Blind/Physically disabled .**
- VI. **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.

12. **Application forms with all the above requirements should reach the Examination Branch, OU, on or before 03rd February, 2014. A penal fee @ ₹ 1,000/- per faculty will be collected per day from the college for applications received after 03rd February, 2014.**

13. This notification is also 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 Dean, Students Affairs, O.U.,
- 13) The Secretary to Vice - Chancellor, O.U.,
- 14) The P.A. to Registrar, O.U.,
- 15) The Superintendent, B.A./B.Sc./B.Com.(YWS) sections
- 16) The Superintendent (Stores), Examination Branch, O.U,

