



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

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

No: 479/OL/Suppl/Exams/2013

Dated: 01-08-2013

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) Supplementary Examinations for 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 are scheduled to be held during **October/November, 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 aspects to the respective college Principals is given below: -

* Last date for payment of the Examination Fee **Saturday**
and submission of Examination Application forms **31-08-2013**
WITH OUT LATE FEE

*Last date for payment of the Examination Fee **Saturday**
and submission of Examination Application forms **07-09-2013**
WITH A LATE FEE OF Rs.100/-

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/IIYEAR	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/IIIYEAR	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

N O T E:

The Examination application forms of I,II & III year students admitted during the academic year 2010-11, 2011-12 & 2012-13 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 I & II year Memo (User Manual is enclosed)**.

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 Controller of Examinations')

*******IMPORTANT NOTE:**

1. 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.

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2. The students are advised to enclose the photo copies of their previous examination memorandum of marks duly attested by the college principal concerned along with the examination application forms.
3. 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.
4. The candidates who are appearing for Improvement, must clearly and mention on their Application form as **FOR IMPROVEMENT** otherwise, their application forms will not be considered for Improvement as per the existing norms.
5. 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.
6. 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 07-09-2013.**

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

- (i) **Without** late fee forms on or before **04-09-2013** and with a late fee forms on or before **13-09-2013** have to be submitted in the Examination Branch, O.U. respectively, along with the Nominal Rolls and statement of subject wise strength.
- (ii) 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 by the concerned college Principal.
- (iii) The candidates have to invariably write by themselves their house address in the forms. However, putting the stamp / seal of house address is not accepted.
- (iv) **A Penal Fee of Rs.1000=00 per day** shall be levied if the college fails to submit the examination application forms(s) with in the stipulated date(s) mentioned above.
- (v) 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 Principals _____
2. The P.A. to Vice-Chancellor
3. The P.A. to Registrar
4. The P.A. to the OSD
5. The Dean, Faculty of Oriental Languages, O.U.
6. The Director, Academic Audit Cell, O.U.
7. The Director, Centre for Distance Education [C.D.E.], 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] / EDP Section.
13. The Superintendent, Stores Section, Examination Branch, O.U.