

**NOTIFICATION**

It is hereby notified that the **M.B.A. (Evening) I-Semester (Regular 2013-2014 Batch only)** Examinations are pertaining to the candidates of University College of Commerce & Business Mgt., O.U. are scheduled to be held in the Month of **January, 2014**. The detailed Time-Table will be notified separately in due course.

**SCHEDULE OF EXAMINATION FEE**

- |   |  |
|---|--|
| 1. Fee for all Papers                         | ₹ 1440+60 =1500/- (Memorandum of Marks)  |
| 2*. Processing fee<br>(once in a course time) | ₹ 300/- (For I-Semester candidates only) |

The last date for payment of Examination fee and submission of Examination application forms as shown below :-

- |   |                              |
|---|------------------------------|
| i) Last date for payment of examination fee without late fee and submission of Examination forms at the respective Colleges.                          | <b>Monday<br/>30.12.2013</b> |
| ii) Last date for payment of examination fee with a late fee of Rs.200/- and submission of examination application forms at the respective Colleges.  | <b>Monday<br/>06.01.2014</b> |
| iv) The last date for submission of Examination application forms with late fee to the Controller of Examinations, Osmania University by the College. | <b>Friday<br/>10.01.2014</b> |

\*In addition to the Examination fee, each candidate appearing for I-Semester Examination for the first time is required to pay **₹ .300/- Examination processing fee (once in a course time)**.

**The Examination Application Forms (EAF) 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). Xerox Copies of Examination Application Forms & photographs will not be considered.**

Fresh candidates appearing for M.B.A. (Evening) 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. The Name of the Candidate as per the Degree Certificate only, Name corrections will not be entertained. Candidates from **other Universities should enclose their Original Migration Certificate together with a fee of ₹ 125/- in addition to the Examination fee.**

The Principal is requested to verify the examination forms and eligibility of the candidates and forward the same to the Controller of Examinations, Osmania University by **10.01.2014** positively, along with the **Nominal Roll (in duplicate) Semester-Wise. Separate abstract statement required about the payment of 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 Colleges those maintaining their 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.**

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.

**\*\* NOTE:** The Principal is requested to submit the I & II Semester Internals award lists of M.B.A. (Evening) I-Semester students along with the examination application forms on or before **10.01.2014** . Otherwise the college has to pay **Rs.1000/-** per day as penalty for late submission of award lists.

**NOTE :** The Principal is requested to submit the following documents along with Examination Forms, without which the forms will not be accepted for I-Semester (Regular) M.B.A. (Evening) Examinations.

1. Latest Affiliation orders with ceiling approved by the University
2. List of admitted candidates duly approved by the Director, P.G. Admissions, O.U.
3. The Principal is requested to verify the names of the candidates in examination forms and Hall Tickets on par with the Qualifying Certificate, Under Graduate (UG) Certificate and enclose Xerox copy duly attested for verification.
4. The Principal is requested to submit the examination application forms to the Controller of Examinations, O.U. by date : **10.01.2014** . 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.
5. 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.
6. Fee paid once cannot be refunded or adjusted for any future examination.
7. **“No Dues Certificate” for the Academic Year 2013-14 from the Deputy Registrar (Academic), O.U. and clearance certificate from Nodal Officer, Statistical Cell, O.U.**
8. **The Principal is requested to submit the Internals award lists of M.B.A. (Evening) I-Semester Online only. The same copy Internal awards with Principal attestation should be submit in the Controller of Examinations, O.U.**
9. **Any Re-admissions, obtain the orders from Dy. Registrar (Academic), O.U., Hyd.**
10. All the students are informed that, the **Name** and **Father Name** on EAF should be as per Bachelors Degree Certificate. In case of discrepancy bring it to notice of Principal/ Dy. Registrar (Academic) for corrections.
11. As per notification, not eligible students numbers will be deleted/removed from result process at any time, if Hall Ticket issued.

Sd/-  
A C O E (M.B.A.)

Sd/-  
CONTROLLER OF EXAMINATIONS

**Copy to:-**

1. The Principal, Univ. College of Commerce & Business Mgt., O.U.
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 Addl. Controller of Examinations, (EDP Section), Exam. Branch , O.U.
11. The Supdt. (Stores Section), Exam Branch, O.U.