

NOTIFICATION

It is hereby notified that the **M.B.A. (Evening) III - Semester (Regular) and I & II-Semester (Backlog & Improvement 2012-2013 Batch only)** Examinations pertaining to the candidates of University of Commerce & Business Management, O.U. are scheduled to be held in the Month of **December, 2013**. The detailed Time-Table will be notified separately in due course.

SCHEDULE OF EXAMINATION FEE

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|-----------------------|---|
| 1) Fee for all Papers | ₹ 1365+60 =1425/- (Memorandum of Marks) |
| 2) Up to Two Papers | ₹ 680+60 = 740/- (Memorandum of Marks) |

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

- | | |
|---|--------------------------------|
| i) Last date for payment of examination fee without late fee and submission of Examination forms at the respective College. | Monday
11.11.2013 |
| ii) Last date for payment of examination fee with a late fee of Rs.200/- and submission of examination application forms at the respective College. | Monday
18.11.2013 |
| iii) The last date for submission of Examination application forms to the Controller of Examinations, Osmania University by the College. | Thursday
28.11.2013 |

The candidates appearing for the above examinations should fill Examination Application Forms carefully and enclose Xerox Copies of Memorandum of Marks of earlier examinations duly attested by the Principal of the concerned Colleges for ready reference, failing which the forms will not be accepted. Xerox Copies of Examination Application Forms & photographs will not be considered.

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 **28.11.2013** positively, along with the Nominal Roll (in duplicate with CD) 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.

The Principal is requested to submit the examination application forms to the Controller of Examinations, O.U. by dt: **28.11.2013**. 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.

The Principal is requested to submit Internal Assessments marks with CD before issuing Hall Tickets, failing which the Examination Branch is not responsible for non - entering of Internal Marks.

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.

Fee paid once cannot be refunded or adjusted for any future examination.

NOTE : 1. The Principal is informed that the student name corrections will not entertained. Kindly verify before sending EAF to Controller of Examinations, O.U.

2. **The Principal is requested to submit the Internal award lists of M.B.A. III-Semester Online only by 28.11.2013. Manual Internal awards are not entertained by Controller of Examinations, O.U.**

Sd/-
A C O E (MBA)

Sd/-
CONTROLLER OF EXAMINATIONS

Copy to:-

1. All the Principals of MBA Colleges
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 Secretary, to the Vice-Chancellor, O.U.
8. The Dy. Registrar (Academic), O.U.
9. The Addl. Controller of Examinations (Confidential), O.U.
10. The P.A. to the Registrar, O.U.
11. The Co-ordinator, (EDP Section), Exam. Branch, O.U.
12. The Supdt. (Stores Section), Exam Branch, O.U.