



OFFICE OF THE CONTROLLER OF EXAMINATIONS
SATAVAHANA UNIVERSITY
KARIMNAGAR – 505 001 (A.P)

No. Exam/UG /SU/2012

Date: 06.08.2012.

NOTIFICATION

It is hereby notified for information of all the candidates pursuing of **I and II Years Ex and Improvement of B.A./B.B.M./B.Com./B.Sc.** courses of this University who desire for appearing for the supplementary Examinations to be held in the month of **October 2012**. The last dates for payment of examination fee and submission of application forms at their respective colleges are as shown below:

1. **Without late fee** 25.08.2012.
2. **With a late fee of . Rs. 20/-** 31.08.2012.
3. **With a late fee of . Rs. 250/-** 07.09.2012

courses	I year ₹	II Year ₹
B.A. For 3 or more paper	320	320
Up to 2 papers	220	220
Improvement for each paper	190	190
B.A.(Comp.)/B.Com.(General)/ B.B.M. (For 3 or more papers)	385	385
Up to 2 papers	230	230
Improvement for each paper	190	190
B.Sc. & B.Com. (Computers) (For 3 or more papers)	445	445
Up to 2 papers	230	230
Improvement for each paper	190	190

Instruction to Students

1. In case of late registration and submission a separate penalty for each year should be remitted.
2. Only single application form should be used by each candidate irrespective of the year/years for which he/she desires to register as Ex./Improvement candidate.
3. Application form(s) **will not** be accepted directly from any candidate or from the Principal after the due date.
4. The students can obtain application forms from their respective colleges.
5. Fee once remitted **will not** be refunded or adjusted under any circumstances. Therefore, the candidates should confirm their eligibility by going through the rules and before the remittance of examination fee.
6. In case of transfer of students from one college to the other, **transfer orders** should be enclosed with Nominal Rolls.
7. The date of Commencement of Examinations and the detailed **Time-Table** will be notified in due course.

Guidelines for Principals

1. To obtain the application forms the **Office of the Controller of Examinations, Satavahana University, Karimnagar** on payment of prescribed amount in the form of DD
2. Following is the schedule for submission of forms and nominal rolls.

Fee Particulars	Last date for payment of exam fee	Last Date for consolidated payment of fee by the Principal (through DD)	Last date for submission of application forms along with nominal rolls & D.D. to the C.O.E
Without Late Fee	25.08.2012.	28.08.2012	30.08.2012
With a late of Rs. 20/-	31.08.2012	04.09.2012	06.09.2012
With a late of Rs. 250/-	07.09.2012.	11.09.2012	13.09.2012.

3. To submit the application forms as per the above schedule for without late fee and with a late fee separately in time without fail otherwise penalty Rs.5000/- or on the total application forms will be imposed.

4. Application forms should be submitted along with

- i. 1 Soft copy and 3 hard copies of nominal rolls in the prescribed proforma.
- ii. No dues certificate from the Academic Audit Branch, SU.
- iii. No dues certificate from Dean, College Development Council, SU.
- iv. No dues certificate from Dean, Academic Affairs, SU.

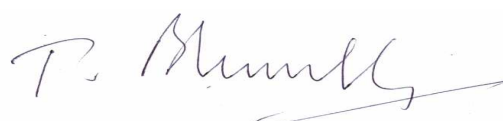
5. Every application must possess a receipt of payment issued by the college towards examination fee collected from the candidate, failing which it will not be accepted.

6. Application forms should be **scrutinized and signed** by the Academic Coordinator of the college in accordance with the guidelines and instructions issued and should be tied separately in chronological order. Applications of not eligible candidates are liable for rejection at any stage whenever they are detected. For this, the University will not be held responsible in any manner.

7. Payment of fee must be in the form of consolidated **Demand Draft Course-Wise** In favour of **Registrar, Exams. Account, Satavahana University, Karimnagar**. Any other mode of payment is not accepted.

8. The application forms of the candidates who have put in the required percentage of attendance only to be forwarded to the University.

9. Application forms **will not** be accepted from the colleges after 13.09.2012.



CONTROLLER OF EXAMINATIONS

Copy to:

1. All the Principals of University/Constituent and Affiliated Colleges, SU, Knr.
2. The Dean, College Development Council, SU, Knr.
3. The Public Relation Officer, SU, Knr.
4. The Secretary to Vice-Chancellor, SU, Knr.
5. The PA to Registrar, SU, Knr.