



[Re-Accredited by NAAC with 'A' Grade]

No. 29/BE/Exams/14

Dated: 13-10-2014

### **NOTIFICATION**

It is hereby notified for the information of all the concerned that the BE II/IV I, III/IV I, IV/IV I - Semester (Main & Backlog) and I year, II/IV II, III/IV II - Semester (Backlogs) examinations and Bridge Course I - Sem. (Main & Backlog) and II - Sem. (Backlogs) for the Diploma students admitted to BE II year under Lateral Entry Scheme and improvement examinations will be conducted from **08-12-2014**. The detailed time table will be issued in due course.

Following is the schedule for payment of examination fee and submission of examination application forms at the Office of the concerned Principal of respective College(s).

<b>Descriptions</b>	<b>Last Date</b>	<b>Fee particulars</b>
<b>To Students:</b> Payment of examination Fee and submission of Examination application forms at their respective colleges.	<b>31-10-2014</b>	1. Examination Fee up to (4) Papers <b>Rs. 660=00</b>
<b>To Colleges:</b> 1. Remittance of Consolidated Examination fee to Registrar, Osmania University Exam Fee Fund A/C No. <b>52198262033</b> . 2. Submission of E.A.F. Online	<b>06-11-2014</b>	2. Above (4) Papers <b>Rs. 1100=00</b>

### **SPECIAL INSTRUCTIONS TO THE PRINCIPALS**

- The College login will be closed after the last date.
- The late fee amount will be levied automatically in case the fee is not Remitted to the O.U. A/c and forms are not submitted as per the above schedule.
- Principals are requested not to forward/submit the EAF of Not Eligible Candidates. The results of Not Eligible candidates will be cancelled at any stage, if they write the examination.

### **Conditions:-**

1. *The Students who were admitted during the Academic year 2007-2008 onwards should submit their examination forms Online through college login. In respect of the Lateral Entry candidates who were admitted in II/IV I - Semester, during the academic year 2014-2015. The colleges have to get the clearance letter from (a) the Director of Academic Audit, O.U., (b) Convener E-CET O.U., (c) PG Admissions and (d) No Dues from the Deputy Registrar Academic Section O.U. and submit the examination forms through college login .The N.R. should be submitted separately in respect of Regular, Lateral entry, Transfer candidates admissions and manual applications separately in duplicate. The hardcopy of the applications submitted through college login be download and submitted to the Examination Branch duly signed by the student and the Principal concerned along with photocopy of qualified examination in respect of Lateral Entry students.*
2. *Clearance certificate from Nodal Officer, Statistical Cell, OU*
3. *The students who were transferred from the University Jurisdiction and other Universities their examinations forms should be submitted separately with the approval of the competent authorities like Commissioner of Tech. Education, Govt. of A.P. and Director Academic Audit, O.U. with allotment of H.T.No.s.*
4. *In respect of the candidates who have completed course requirement having appeared for IV/II semester and completed double the duration of course but did not cross (10) years from the date of admission have to pay an additional amount of Rs.1000/- per subject, semester-wise along with normal semester fee and submit N R in duplicate separately login*
5. *As a part of the Core Banking System, all the students are hereby instructed to deposit the Examination Fee into their respective college accounts only for onward transmission to the University by the college.*

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6. *The Principal of Engineering Colleges are requested to collect the examination expenses from each of the lateral entry and transfer students @ Rs.300/- per head and remit the consolidated amount to the Controller of Examinations, OU together with examination fee and application form in terms of OU Circular No. 3872/D/37/93/Acad., dt.15-12-1993.*
7. *All the Principals are requested to verify the eligibility of the students thoroughly and forward the same to this office for the issue of Hall Ticket. If failed to verify the eligibility of the candidates, the principal will be held responsible for the issue of hall ticket to the non-eligible candidates.*
8. *The students who have passed 10+2 from other than Board of Intermediate course, A.P. have to pay Rs. 125=00 in addition to examination fee towards Migration fee. The students should submit Migration certificate in original along with the examination form and fee at their respective college principals on **31/10/2014** for onward transmission to the Controller of Examinations for issue of hall tickets.*
10. **Principals are requested not to submit examination application forms of not eligible candidates. Further, it is clarified that the results of such candidates who are not eligible to appear for the examination will be cancelled at any stage.**
11. **PRINCIPALS ARE REQUESTED TO SUBMIT TEACHERS DATA AS PER PROFORMA (SOFT COPY / HARD COPY) BEFORE SUBMITTING E.A.F.**

***Examination application forms will not be accepted without fulfilling the above Conditions.***

**Important Note:**

Any discrepancies with regards to the Candidate data such as Internal marks, Practical, Viva-voce and Projects etc. should be brought to the notice of concerned officials of Examination Branch and obtain the acknowledgement within one month of declaration of results. After one month, queries will not be entertained.

Sd/-

**CONTROLLER OF EXAMINATIONS**

**Copy to:**

1. The Principal, CBIT/DCET/MJCET/MVSR/VCE/Islamia/Stanley/Methodist/Swathi/Matrusri Engineering Colleges with a request to forward all the examination application forms along with the last examination memo received by him/her by **06-11-2014** to this Office along with a nominal rolls, subject-wise strength with a copy to the Addl. Controller of Examinations (C), without which the forms will not be accepted. Late submission of forms by the College beyond the date prescribed attracts penalty @ Rs.1000/- per day (to be borne by the college).
2. The Dean, Faculty of Engineering, OU
3. The Addl. Controller of Examinations (Confidential), OU
4. The Director, Directorate of Academic Audit Cell, OU
5. The Director, Univ. Press & Publication, OU
6. The PA to the Vice Chancellor/Registrar, OU/Officer on Special Duty to VC, OU
7. The Dy. Registrar (Academic), OU
8. The Public Relations Officer, OU
9. The Supdt., Stores Section, Examination Branch, OU
10. The Head/Chairman, BOS in Civil/Electrical/ECE/Mechanical/CSE/IT, OU
11. The Addl. C.O.E., EDP Section, Examination Branch, OU
12. The Enquiry Counter, Examination Branch, OU