



## PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

(Recognised by the Distance Education Bureau, UGC, New Delhi.)

**Osmania University, Hyderabad-500 007, Telangana State, INDIA**

(A University with Potential for Excellence and re-accredited by NAAC with 'A' grade)

### INSTRUCTIONS FOR PAYMENT OF EXAMINATION FEE AND SUBMISSION OF EXAM FORMS FOR B.A. / B.COM. & B.B.A. I / II / III YEAR SUPPLY. EXAMS (SEPT/OCT.), 2016

Last date without late fee : Upto 31- 08- 2016  
Last Date with late fee of Rs.200/ - : Upto 14- 09- 2016  
Last Date with late fee of Rs.500/ - : Upto 20- 09- 2016

*Candidates should clear all the dues before submitting the examination application form*

#### ENCLOSURES WITH THE EXAMINATION FORM

1. A bank draft for the requisite examination fees as given below in favour of The Director, Prof. G. Ram Reddy Centre for Distance Education, Osmania University, Hyderabad.

Course	Year	Amount for Papers	
		Three or More	One or Two
B.A. / B.Com.	First year	Rs.1135/-	Rs.860/-
	Second year		
	Third year		
B.B.A.	First year	Rs.1285/-	Rs.990/-
	Second year		
	Third year		

Fresh I year candidates who are appearing for examination should pay "Examination Processing Fee" of Rs.200/- in addition to the examination fee (Only one Time).

Candidates appearing for III year First time should pay "Consolidated Marks Memo & Provisional Certificate fee" of Rs.150/- in addition to the examination fee (Only one Time).

The Results of with-held cases of Transfer Candidates from other Universities or other Colleges if any, may be cleared by submitting their relevant documents before the submission of the examination forms.

If the candidate belongs to any other Board / University he / she should submit the Migration Certificate in original, with the specified fee of Rs.125/- through Demand draft in favour of the Director, Prof. G. Ram Reddy Centre for Distance Education, Osmania University, Hyderabad - 7.

Separate application forms should be submitted for each year of examination with separate DD.

**THE CANDIDATES ARE ADVISED TO SUBMIT THE FILLED IN APPLICATION WELL BEFORE THE LAST DATE TO AVOID LAST MINUTE RUSH**

Please write your enrolment number (94/ / ) & Course at the back of all the bank drafts on the examination forms and on self addressed envelope (Top left corner)

2. Printed Hall Ticket & Time table will not be sent by Controller of Examinations, OU., OR PGRRUDE, OU. Candidate has to down load Hall Ticket & Time Table from www.oucde.net compulsorily.

3. Photostat Copy of Memo of Marks of Previous Examination.
4. Examination fee once paid will not be refunded.
5. Candidate 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.

6. **Examination Centre :** Examination Places :

Examination Centres (District)	Places	B.B.A. Examination Centre Hyderabad & Secunderabad only
i. HYDERABAD	Hyderabad and Secunderabad	
ii. MAHABUBNAGAR	Mahabubnagar TOWN ONLY	
iii. NALGONDA	Nalgonda TOWN ONLY	
iv. NALGONDA	Suryapet TOWN ONLY	
v. MEDAK	Medak TOWN ONLY	
vi. MEDAK	Sangareddy TOWN ONLY	
vii. MEDAK	Siddipet TOWN ONLY	
viii. NIZAMABAD	Nizamabad TOWN ONLY	
ix. NIZAMABAD	Kamareddy TOWN ONLY	
x. RANGA REDDY	Vikarabad TOWN ONLY	
xi. RANGA REDDY	Tandur TOWN ONLY	

Note: 1. If a candidate forgets to write the name of the place for the examination, the student concerned will be automatically allotted to a centre (College) in Twin Cities by the Examination Branch, OU.

7. The examination form duly filled in should be submitted at **the Prof. G. Ram Reddy Centre for Distance Education, Osmania University, Hyderabad – 500 007** office only through post or in person.
8. All matters relating to Exams / Results / Marks / Re-valuation / Re-counting / Certificates shall be dealt with by **the Controller of the Examinations, OU. (Phone No.040-27682374 (BA Ext.202 & B.Com. Ext.204) web site www.osmania.ac.in ; DD in favour of the Registrar, Osmania University, Exam Fee Fund A/c No.52198262033 payable at Hyderabad only.**
9. **The transferred students** of Affiliated colleges of O.U. or other Universities seeking admission into BA., and B.Com. II & III year should compulsorily have to pass (1) a. Indian Heritage & Culture (b) Foundation Course in Human Values & Professional Ethics in 1st year BA, and B.Com. (2) Environmental Studies in 2nd year BA, and B.Com. (3) Science & Civilization in 3rd year BA, and B.Com. and have to register for the above subjects with separate examination fee and form failing which their degree will not be issued.
10. This notification is meant for the failed candidates of Annual, 2016 and in earlier examinations.

### IMPORTANT

**CANDIDATES CAN PAY THE EXAMINATION FEES THROUGH ANY NATIONALISED BANK AND PAYABLE AT HYDERABAD ONLY.**

**NOTE:**

- i) Whenever there is a change in syllabus, the old batch of students have to appear according to the new syllabus. Whenever they appear, they have to ascertain the papers they have to appear and fill in the form. The Centre will not be responsible if they fail to adhere to the rules and regulations in force.
- ii) Candidates who appeared for B.Com. I, II & III year exams with old syllabus upto Annual 2005 for B.Com I year, Annual 2006 B.Com II year and Annual 2007 B.Com III year will have to appear the new syllabus subject from **Suppl.2005, Supp. 2006 and Supp. 2007** exams in the following new subjects. **(whose Hall Ticket No. begins with 094-04-000 and earlier batches should appear as per New Syllabus)**

S.NO.	OLD SUBJECTS	NEW SUBJECTS
1	Accountancy – I	Financial Accounting – I
2	Banking Theory & Practice	Banking & Financial Systems
3	Accountancy – II	Financial Accounting – II
4	Business Statistics	Quantitative Techniques – II
5	Mercantile Law & Industrial Law	Business Laws
6	Accountancy – III	Corporate Accounting
7	Auditing	Business Communication & Report Writing
8	Cost Accountancy	Cost & Management Accounting
9	Income Tax	Income Tax & Practical Auditing
10	Management Accountancy	Adv. Management Accounting

- iii) The results of ineligible candidates will be withheld or cancelled and the Prof. G. Ram Reddy Centre for Distance Education is not responsible, if any individual submitted the examination application form ignoring the rules of exams/ improvement.

***For all legal matters, the jurisdiction is restricted to Hyderabad City only.***

**DIRECTOR**



**PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION  
Osmania University - Hyderabad - 500 007**

**Instructions regarding Submission of Examination forms  
and Payment of Examination Fee for B.A. (Languages)  
I, II, III Years Supplementary Examinations, 2016.**

- A. Last date without late fee : 30<sup>th</sup> Aug. 2016**  
**B. Last date with a late fee of Rs.200/- : 06<sup>th</sup> Sept. 2016**

**ENCLOSURES**

1. A demand draft from any Nationalised Bank for requisite examination fees drawn in favour of the **Director, Prof. G. Ram Reddy Centre for Distance Education. Exams, OU, payable at Hyderabad.**

Course	Year	Amount for Papers	
		Three or More	One or Two
B.A.(Lang.)	First year	Rs.945/-	Rs.765/-
	Second year	Rs.945/-	Rs.765/-
	Third year	Rs.945/-	Rs.765/-

Please write your enrolment number (94/ / ), Name & Course at the back of all the bank drafts on the examination forms and on self addressed envelope (Top left corner)

2. a) Fresh B.A. (Lang) I year candidates, who are appearing for examination should pay "Examination processing Fee" of Rs.200/- in addition to the examination fee (only one time).  
b) Fresh B.A.(Lang.) III year candidate, who are appearing for examination should pay "PROVISIONAL" Fee of Rs.60/- in addition to the examination fee (only one time)

3. **DO NOT AFFIX POSTAL STAMPS ON THE SELF ADDRESSED ENVELOPS WHICH ARE ENCLOSED TO EXAM FORM.**
4. Photostat Copy of Memo of Marks of Previous Exam / Last Qualifying exam and Xerox copy of Identity Card should be enclosed.
5. Examination fee once paid will not be refunded.
6. *Separate application forms should be submitted for each year of examination with separate D.D.*
7. Candidate 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.

**Note: If any tuition fee is due, please remit it immediately before submitting the exam form, otherwise Hall ticket will not be issued.**

8. If the candidate belongs to any other University / Board, he / she should submit the Migration Certificate in original along with a Migration fee of Rs.125/- through DD in addition to the exam fee failing which the examination form will be deemed to have been rejected.
9. Candidates who are not able to submit Migration Certificate should pay **Rs.300/-** through DD in addition to the exam fee in lieu of Migration Certificate. (This is applicable to the candidates who are from the Universities which are not issuing Migration Certificate.
10. *The B.A. (Lang) Exams are likely to be held in **October. 2016.** The exact dates will be communicated to all the candidates in the form of Time Table along with Hall Ticket.*
11. **Examination Centres:** Twin cities of **Hyderabad** and **Secunderabad** only.
12. All matters relating to Exam / Results / Marks / Certificates shall be dealt with by the Controller of Examinations, O.U., Hyderabad – 07 (Phone No. **040 – 27682374 Extn. Oriental section**)
13. Students residing in the twin cities are advised to submit the examination application form personally in the office well in time so that errors, if any, may be corrected and avoidable delays eliminated.
14. The results of ineligible candidates will be withheld or cancelled and the Prof. G. Ram Reddy Centre for Distance Education is not responsible, if any individual submitted the examination application form ignoring the rules of exams / rules of improvement.
15. The with-held cases of other Universities or other colleges if any, may be cleared by submitting their relevant documents before the submission of the examination forms.
16. The examination form duly filled in should be submitted at the **Prof. G. Ram Reddy Centre for Distance Education, Osmania University, Hyderabad – 500 007** office only through post or in person.

**GENERAL INFORMATION**

1. **Communication Facilities:** Phones Nos. **040 – 27091605, 27682275, 27098350**
2. **E-mail:** [ugcde@osmania.ac.in](mailto:ugcde@osmania.ac.in) and [info\\_cde@osmania.ac.in](mailto:info_cde@osmania.ac.in)
3. **Internet (url):** <http://www.oucde.net/ug>

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**DIRECTOR**