



Tel : Office: 27098951/293, 27098072  
CONTROLLER OF EXAMINATIONS,  
OSMANIA UNIVERSITY,  
HYDERABAD - 500 007.

(Re-Accredited by NAAC with 'A' Grade)

No. 89/LL.B/EXAMS/2015-16

Date: 30-12-2015

### NOTIFICATION

It is hereby notified for the information of all concerned that the LL.B (3-YDC) & BA.LL.B (5-YDC) and BBA.LL.B (5-YDC) I-Semester Regular Examinations pertaining to the candidates of University, Constituent & Affiliated Colleges scheduled to be held in the month of February, 2016. The detailed Time-Table will be notified in due course.

Descriptions	Last dates	
	Without late fee	With late fee of Rs. 200/-
<b>To Students</b> Payment of Examinations fee and submission of Examination application forms at their respective colleges.	<b>21-01-2016</b>	<b>28-01-2016</b>
<b>To Colleges</b> 1. Remittance of Examination fee to Registrar, Osmania University Exam Fee Fund <b>A/c No. 52198262033.</b> 2. Preparation & Submission of E.A.F. Online	<b>23-01-2016</b>	<b>30-01-2016</b>
<b>Submission of printed EAF from along with NR &amp; Fee Abstract ect to the Exam Branch, O.U.</b>	<b>02-02-2016</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.
- Late Fees will be Levied, if online EAFs are not submitted on or before due date, even if fees remitted into fund account within due date.
- 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.

### Examination Fee Particulars:

1. LL.B (3-YDC) & BA.LL.B (5-YDC) and BBA.LL.B (5-YDC) I-Semester is Rs.640/- + Rs.60/- (Memo Charges) and + Rs.300/- towards Examination processing fee (once in a course time) Total fee is Rs.1000/- (Migration fee of Rs.125/- along with Original Migration Certificate for other than OU students) Total fee is Rs. 1125/-

### GENERAL CONDITIONS TO THE STUDENTS:-

- 1 Candidates are advised to mention their Address and Father's & mother's Name, as per qualifying examinations certificate in the **Online** Examination application forms without fail. After wards no correction will be Considered.

### GENERAL CONDITIONS TO THE PRINCIPALS:-

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 I-Semester LL.B (3-YDC) & BA.LL.B (5-YDC) and BBA.LL.B (5-YDC) 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 / Intermediate Certificate only, **Name corrections will not be entertained.** Candidates from **other Universities should enclose their Original Migration Certificate together with a fee of Rs.125/- in addition to the Examination fee.**

P.T.O

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.

The University has decided to accept the payment of Examination fee through Core Banking System from the Colleges under Osmania University Jurisdiction

**Under any Circumstances CASH/ Demand drafts will not be accepted.**  
**It is required to transfer the fee amount through RTGS / NEFT for credit into Registrar Osmania University Exam Fee Fund A/c No 52198262033( SBH, O.U Branch, IFSCCode "SBHY0020071").**

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: 1. The Principals are requested to submit the I Semester Internals award Lists of LL.B (3-YDC) & BA.LL.B (5-YDC) and BBA.LL.B (5-YDC) students along with the examination Application forms on or before 10-02-2016. Otherwise the college has to Pay Rs.1000/- per day as Penalty for late Submission of award lists**

**NOTE: The Principals are requested to submit the following documents along with Examination Forms, without which the forms will not be, accepted for LL.B (3 YDC) & BA.LL.B (5YDC) and BBA.LL.B (5YDC) I-Semester Regular Examinations.**

- 1 Latest Affiliation orders with ceiling approved by the University
- 2 "No Dues Certificate" from the Deputy Registrar (Academic), O.U.
- 3 List of admitted candidates duly approved by the Director, P.G. Admissions, O.U.
- 4 Clearance Certificate issued by the Director, Academic Audit Cell, O.U.
- 5 The Principals are requested to verify the names of the candidates in examination forms and Hall Tickets on par with the Qualifying Certificate, and enclose Xerox copy duly attested for verification.
- 6 The Principals are requested to submit the examination application after verify the Eligibility of the candidates to the Controller of Examinations, Osmania University. (Without late fee forms) and (with a late fee forms). On or before **02-02-2016**. along with Nominal Roll (in duplicate) Semester-Wise. Separate Abstract statement required about the payment of Examination Fee. If the Examinations Forms submitted after the due date the college has to pay Rs. 1000/- per day as penalty for late submission of forms.
- 7 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.
- 8 Fee paid once cannot be refunded or adjusted for any future examination.
- 9 Further, the Principals are requested to enclose the list of admitted candidates for the year 2015 - 2016 signed by the Director, P.G. Admissions along with I-Semester candidates submit two soft copies (2 CDs) and two hard copies.

Sd/-  
**Addl. C.O.E**  
**P-II**

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**Addl. C.O.E (Confidential),**

Sd/-  
**C.O.E**

**Copy to:-**

1. All the Principals of LAW Colleges
2. The Director, Academic Audit Cell, O.U.
3. The Director, University Press, O.U.
4. The Dean, Faculty of LAW, O.U.
5. The Head, Dept. of LAW, O.U.
6. The Chairman, B.O.S. in LAW, O.U.
7. The Dy. Registrar (Academic), O.U.



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No. 90/LL.M/EXAMS/2015-16

Date: 30-12-2015

### NOTIFICATION

It is hereby notified for the information of all concerned that the LL.M I-Semester Regular Examinations pertaining to the candidates of University, Constituent & Affiliated Colleges scheduled to be held in the month of February, 2016. The detailed Time-Table will be notified in due course.

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**NOTE: The Principals are requested to submit the following documents along with Examination Forms, without Which the forms will not be, accepted for LL.M I-Semester Regular Examinations.**

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