

EXAMINATION BRANCH; OSMANIA UNIVERSITY; HYDERABAD – 500 007

No.018/MBA/Exams/2016

Date : 18.01.2016

REVISED NOTIFICATION

It is hereby notified that the **Master of Applied Management (MAM) (Dual Degree Course in Management)** offered at **Osmania University** that the **I-Semester (Regular & Backlog)** Examinations are scheduled to be held in the Month of **February, 2016**. The detailed Time-Table will be notified separately in due course.

SCHEDULE OF EXAMINATION FEE

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|---|---|
| 1. Fee for all Papers | Rs.1890+60 =1950/- (Memorandum of Marks) |
| 2*. Processing fee
(once in a course time) | Rs.300/- (For I-Semester candidates only) |

The payment of examination fee and submission of examination application forms is as follows :-

Description	Last dates	
	Without Late Fee	With late fee of Rs.300/-
<u>To Students</u> Payment of Examination fee and submission of Examination application forms at their respective colleges	27.01.2016	30.01.2016
<u>To Colleges</u> 1. Remittance of consolidated Examination fee to the Registrar Osmania University Exam Fee Fund A/c No. 52198262033.	28.01.2016	01.02.2016
2. Submission of E.A.F. Online	28.01.2016	01.02.2016
3. Submission of Hard copy of EAF	04.02.2016	

SPECIAL INSTRUCTIONS TO THE PRINCIPALS :-

- 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.
- FEE PAID ONCE CANNOT BE REFUNDED OR ADJUSTED FOR ANY FUTURE EXAMINATION**

The Blind, Physically Disabled, Deaf & Dumb students (who have 40% of minimum Disability) **need not to pay Examination Fee** as per O.U Order No. 1555/228/2007-08/Budget-V, dated: 25-03-2008. **A Xerox Copy of Medical Certificate** must be attached to the EAF.

ALL THE REGULAR CANDIDATES OF I -SEMESTER SHOULD SUBMIT THEIR EXAMINATION FORMS THROUGH ONLINE ONLY.

The College will be held responsible for any mistake committed while filling the candidate name, mother name, father name and paper title (Theory & Practical) through **ONLINE**. **IN CASE OF ANY MISTAKE RS.1000/-** will be levied as **FINE** for rectification of each error.

P.T.O.

The Principals are requested to submit the examination application forms to the Controller of Examinations, O.U. by dt: **04.02.2016**. 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.

Fresh candidates appearing for **I-Semester** shall enclose Xerox copies of their qualifying Degree Certificates (i.e. provisional & Convocation certificates) duly attested by the Principal of College concerned. The other University candidates should enclose their **Original Migration Certificate together with a fee of Rs.250/-** in addition to the examination fee.

Further, the Principals are requested to submit **COMPULSORY** the following documents, other wise their forms will not be accepted.

- 1) The detailed fee statement signed by the college Principal.
- 2) The list of admitted I-Semester candidates for the year 2015-2016 signed by the Director, P.G. Admission, O.U.
- 3) No Dues Certificate and Affiliation extension order for the year 2015-2016 with sanctioned strength issued by the Academic Branch, O.U.
- 4) The clearance certificate from the Director, Directorate of Academic Audit, O.U.
- 5) The Clearance certificate from Nodal Officer, Statistical Cell, O.U.

The Principals are requested to remit the Examination fee in any branch of State Bank of Hyderabad in favour of the Registrar, Examination Fee fund, O.U. **A/C No.52198262033** (as per O.U. Letter No.17120/COE/2007, dated : 17.12.2007) and **obtain a receipt from the Bank and submit the same to the Examination Branch along with EAF.**

THIS NOTIFICATION IS AVAILABLE ON O.U. WEBSITE www.osmania.ac.in .

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

2. **AS PER NOTIFICATION, NOT ELIGIBLE STUDENT'S NUMBERS WILL BE DELETED/REMOVED FROM RESULT PROCESS AT ANY TIME, IF HALL TICKET ISSUED.**

3. **THE PRINCIPALS ARE REQUESTED TO UPLOAD THE UNIVERSITY APPROVED FACULTY MEMBERS LIST AND HARD COPY SHOULD SUBMIT ALONG WITH EAF FORMS DULY SIGNED BY COLLEGE PRINCIPAL.**

Sd/-
A C O E (MBA)

Sd/-
CONTROLLER OF EXAMINATIONS

Copy to:-

1. The Principal _____
2. The Head, Dept. of _____
3. The Director, University Press, O.U.
4. The Director, Directorate of Academic Audit, O.U.
5. The Addl. Controller of Examinations (Confidential), O.U.
6. The Dy. Registrar (Academic), O.U.
7. The Secretary to the Vice-chancellor, O.U.
8. The P.A. to the Registrar, O.U.
9. The P.A. to the O.S.D., O.U.
10. The Public Relations Officer, O.U.
11. The Addl. Controller of Examinations (EDP Section), Exam. Branch , O.U.
12. The Superintendent (Stores Section), Exam Branch, O.U.