

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.

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:** The Principal is requested to submit the I & II Semester Internals award lists of M.A.M. I-Semester students along with the examination application forms on or before **16.12.2014**. Otherwise the college has to pay **Rs.1000/-** per day as penalty for late submission of award lists.

NOTE : The Principal is requested to submit the following documents along with Examination Forms, without which the forms will not be accepted for I-Semester (Regular) M.B.A. Examinations.

1. Latest Affiliation orders with ceiling approved by the University
2. List of admitted candidates duly approved by the Director, P.G. Admissions, O.U.
3. The Principal is requested to verify the names of the candidates in examination forms and Hall Tickets on par with the Qualifying Certificate, Under Graduate (UG) Certificate and enclose Xerox copy duly attested for verification.
4. The Principal is requested to submit the examination application forms to the Controller of Examinations, O.U. by date : **16.12.2014** 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.

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.

Fee paid once cannot be refunded or adjusted for any future examination.

“No Dues Certificate” for the Academic Year 2014-15 from the Deputy Registrar (Academic), O.U. and clearance certificate from Nodal Officer, Statistical Cell, O.U.

The Principal is requested to submit the Internals award lists of M.A.M. I-Semester Online only by 16.12.2014. Manual Internal awards are not entertained by Controller of Examinations, O.U.

Any Re-admissions, obtain the orders from Dy. Registrar (Academic), O.U., Hyd.

Sd/-
A C O E (MBA)

Sd/-
CONTROLLER OF EXAMINATIONS

Copy to:-

1. The Principal _____
2. The Director, Academic Audit Cell, O.U.
3. The Director, University Press, O.U.
4. The Dean, Faculty of Management, O.U.
5. The Head, Dept. of Business Management, O.U.
6. The Chairman, B.O.S. in Business Management, O.U.
7. The Dy. Registrar (Academic), O.U.
8. The Addl. Controller of Examinations (Confidential), O.U.
9. The P.A. to the Registrar, O.U.
10. The Addl. Controller of Examinations, (EDP Section), Exam. Branch , O.U.
11. The Supdt. (Stores Section), Exam Branch, O.U.