

**NOTIFICATION**

It is hereby notified that the Examinations of **M.B.A. IV-Semester (Regular & Backlog), I, II & III-Semester (Backlog & Improvement 2012-2013, 2013-2014 & 2014-2015 Batches Only)** pertaining to the candidates of University & Affiliated Colleges including PG Colleges (Districts), O.U. are scheduled to be held in the Month of **June, 2016**. The detailed Time-Table will be notified separately in due course. **PAPER-WISE IMPROVEMENT IS PERMISSIBLE IN THE NEXT IMMEDIATE EXAMINATION ONLY.**

**SCHEDULE OF EXAMINATION FEE**

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| 1. Fee for all Papers                                      | Rs.1650+60 =1710/- (Memorandum of Marks)       |
| 2. Fee up to Two Papers                                    | Rs.770+60 = 830/- (Memorandum of Marks)        |
| 3. Provisional Certificate &<br>Consolidated Memo of Marks | Rs.60+350 = 410/- ( IV-Semester Students only) |
- (IV-Semester students have to pay Rs.410/- along with Examination fee for Provisional Certificate & Consolidated Memo)

The last date for payment of Examination fee and submission of Examination Application Forms is shown below :-

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|--|--------------------------------|
| i) Last date for payment of examination fee without late fee and submission of Examination forms at the respective Colleges.                         | <b>Monday<br/>25.04.2016</b>   |
| ii) Last date for payment of examination fee with a late fee of Rs.200/- and submission of examination application forms at the respective Colleges. | <b>Friday<br/>29.04.2016</b>   |
| iii) The last date for submission of Examination application forms to the Controller of Examinations, Osmania University by the Colleges.            | <b>Thursday<br/>05.05.2016</b> |

The candidates appearing for the above examinations should submit **online** Examination Application forms carefully and enclose Xerox copies of Memorandum of Marks for the earlier examinations duly attested by the Principal of the concerned College for ready reference, failing with the forms will not be accepted.

The Principals are requested to verify the examination forms and eligibility of the candidates and forward the same to the Controller of Examinations, Osmania University by **05.05.2016** positively, along with the Nominal roll (in duplicate) Semester-wise. Separate abstract statement required about the payment of Examination Fee and along with CD.

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 College is maintaining its 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.

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.

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The Principals are requested to submit the **online Examination Application Forms (EAF)** to the Controller of Examinations, O.U. by date **05.04.2016**. 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.

- NOTE** :
1. IV-Semester students have to pay Rs.60/- towards Provisional Certificate and Rs.350/- for Consolidated Memo of Marks with IV-Semester Fee. The Provisional Certificate & Consolidated Memo of Marks of M.B.A. will be sent to the Principal concerned. The students have to obtain the said certificates from the respective colleges. The students need not apply individually for the above certificates at the Examination Branch.
  2. **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.**
  3. The College Principals are requested to submit the list of Faculty members working in your college, their service Particular, Subjects Teaching and Cell Phone Number without fail.
  4. **ALL THE COLLEGE PRINCIPALS ARE REQUESTED TO SEE THAT THE PREPARATION OF EAF ONLINE AND EXAMINATION FEE ON OR BEFORE 05.05.2016. THE LATE FEE WILL BE IMPOSED AUTOMATICALLY BY ONLINE FEE STRUCTURE.**
  5. **The Principals are requested to submit the Internals award lists of M.B.A. IV-Semester Online only. The same copy Internal awards with Principal attestation should be submit in the Controller of Examinations, O.U.**
  6. **“No Dues Certificate” for the Academic Year 2015-16 from the Deputy Registrar (Academic), O.U. and clearance certificate from Nodal Officer, Statistical Cell, O.U.**
  7. **As per notification, not eligible students numbers will be deleted/removed from result process at any time, if Hall Ticket issued.**

Sd/-  
A C O E (MBA)

Sd/-  
CONTROLLER OF EXAMINATIONS

**Copy to:-**

1. All the Principals of MBA Colleges
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.