Tele: Office: 27682293 27098072
CONTROLLER OF EXAMINATIONS
OSMANIA UNIVERSITY
HYDERABAD-500007

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

No. /Tech/Exams/15 Dated:**28-11-2015**

NOTIFICATION

It is hereby notified for the information of all the concerned that the **P.G.DIPLOMA IN CULINARY ARTS - I Sem.(Main & Backlogs)II Sem. (Suppl.)** Examinations will be conducted from **15-12-2015.** The detailed Time-Table will be issued in due course.

Following is the schedule for payment of examination fee and submission of examination application forms at the Office of the concerned Principal of respective College(s).

Descriptions	Last Date	Fee particulars
To Students: Payment of examination Fee and submission of Examination application forms at their respective colleges.	**07-12-2015**	**Rs. 970/-** (For one or more papers)
To Colleges: 1. Remittance of Consolidated Examination fee to Registrar, Osmania University Exam Fee Fund A/C No. ***52198262033.*** 2. Preparation & Submission of E.A.F. Online	**09-12-2015**	

SPECIAL INSTRUCTIONS TO THE PRINCIPALS

- The College login will be closed after the last 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.

NOTE:-

1. The students are advised to enclose Xerox copies of their qualifying examination certificate copies duly attested by the College Principal concerned.

2. The Principal is requested to send the **Faculty list** without which the examination forms will not be accepted.

3. The Principal is requested to verify the eligibility of the students thoroughly and forward the same to this office for the issue of Hall Ticket. If failed to verify the eligibility of the candidates, the principal is held responsible for the issue of hall ticket by this office to the non-eligible candidates.

4. The Principal may kindly forward all the examination application forms **online Through College login**

5. The Principal may kindly forward all the examination application forms along with the prescribed examination fee on or before **09-12-2015** together with Nominal Rolls and "**NO DUES CERTIFICATE** "from the Director, Academic Audit Cell, O.U.

6. The Colleges maintaining their account with the branches of State Bank of Hyderabad (SBH) OR any other bank are required to deposit the consolidated amount in any branch of SBH for Credit into **"Registrar, Examination Fee Fund A/c No.52198262033"** and can obtain a receipt from the bank and submit the same to the Examination Branch along with Examination forms on or before **09-12-2015.**

Application Forms submitted after 09-12-2015 will have to pay a Penal fee of Rs. 1000/- per day.

7. The students who were transferred from the University Jurisdiction and other Universities their examinations forms should be submitted separately with the Approval of the competent authorities like Commissioner of Tech. Education, Govt. of T.S. and Director Academic Audit, O.U. with allotment of H.T.No.s.

8. As a part of the Core Banking System, all the students are hereby instructed to deposit the Examination Fee into their respective college accounts only for onward transmission to the University by the college.

9.Not to collect the Exam fee from Blind, Physically Disabled Deaf & Dumb students as per O.U. Order No. 1555/228/2007-08 /Budget-V*, dated: 25-03-2008. A Xerox copy of medical Certificate confirming their status as Handicapped (minimum percentage of disability must be of 40%attached to the application forms.* ***Blind, Physically Disabled, Deaf & Dumb students applications forms should be submitted separately along with separate Nominal Roll.***

Important Note:

10. Any discrepancies with regards to the Candidate data such as Internal marks, Practical, Viva-voce and Projects etc. should be brought to the notice of concerned officials of Examination Branch and obtain the acknowledgement within one month of declaration of results. After one month, queries will not be entertained.

11. ***ALL THE PRINCIPALS ARE REQUIRED TO TRANSFER THE FEE AMOUNT THROUGH RTGS/NEFT ONLY FOR CREDIT INTO REGISTRAR OSMANIA UNIVERSITY EXAM FEE FUND A/C NO. 52198262033 (SBH, O.U. BRANCH, IFSCCODE "SBHY0020071").***

Examination application forms will not be accepted without fulfilling the above Conditions.

Sd/-

CONTROLLER OF EXAMINATIONS

Copy to:

1 Principal, P.G.Diploma in Culinary Arts College.
2 The Dean, Faculty of Teccnology, OU
3 The Addl. Controller of Examinations (Confidential, P-I, EDP) OU
4 The Director, Directorate of Academic Audit Cell, OU
5 The PA to the Vice Chancellor/Registrar, OU/Officer on Special Duty to VC, OU
6 The Dy. Registrar (Academic), OU
7 The Public Relations Officer, OU
8 The Supdt., Stores Section, Examination Branch, OU
9 The Head/Chairman, BOS in Hotel Management, , OU