



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

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

No. 16/OL/Annual/Exams/2015-16

Date: 25-01-2016

NOTIFICATION

It is hereby notified for that information of all concerned that the **Osmania Entrance, Pre-Degree-Course I Yr , B.A.(Languages) I year & M.A.(Languages) I Year Regular Candidates** Exams to be scheduled during the month of April 2016, The detailed Time-Table and Examination Centers will be notified later.

Descriptions	Last dates	
	Without late fee	With late fee of Rs. 200/-
<u>To Students</u> Payment of Examinations fee and submission of Examination application forms at their respective colleges.	24-02-2016	02-03-2016
<u>To Colleges</u> 1. Remittance of Examination fee to Registrar, Osmania University Exam Fee Fund A/c No. <u>52198262033</u> . 2. Preparation & Submission of E.A.F. Online	29-02-2016	08-03-2016
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, O.U.	29-02-2016	08-03-2016

SPECIAL INSTRUCTIONS TO THE PRINCIPALS

- The college login will be closed after the last date as mentioned above.
- The late fee 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 SUBMIT EXAMINATION APPLICATION FORMS OF NOT ELIGIBLE CANDIDATES.
- FURTHER, IT IS CLARIFIED THAT THE RESULTS OF SUCH CANDIDATES WHO ARE NOT ELIGIBLE TO APPEAR FOR THE EXAMINATIONS WILL BE CANCELLED AT ANY STAGE.

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EXAMINATION FEE PARTICULARS):

1. **OSMANIA ENTRANCE** ... Rs.730/- + Rs. 50/- (For Memo) + Rs.60/- for Provisional Certificate **Total Fee Rs.840**
2. **PRE-DEGREE-COURSE I YEAR** .. Rs.730/- +Rs. 50/- (For Memo) ... **Total Fee Rs.780/-**
3. **B.A.[LANGUAGES] I YEAR**...Rs.595/- + Rs.50/- (For Memo) & + Rs.200/- towards Examination Processing Fee (one time fee to be paid in the Ist year only). **Total Fee Rs.845/-**
4. **M.A.[LANGUAGES] Previous.** Rs.595/- + Rs.50/- (For Memo) & Rs.300/- towards Examination Processing Fee (one time fee to be paid in the Previous only). **Total Fee Rs.945/-**

NOTE:

Candidates from other Board/Universities should enclose their Original Migration Certificate together with a fee of Rs.125/- in addition to the Examination Fee.

GENERAL CONDITIONS TO THE STUDENTS :

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.

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 of **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.

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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, IFSCode "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.

The Principals of the colleges are required to furnish the **Subject wise data** in the Prescribed Performs and submit the examination forms in the Office of the Controller of Examinations as per schedule stated above.

The Principals of the Colleges have to observe the following :

- (a) Without and with penal fee Examination application forms have to be submitted in the Examination Branch, O.U. by **29-02-2016** & **08-03-2016** respectively with the Nominal Rolls along with a statement of subject wise strength.
- (b) The Principals of the colleges are requested to enclose "**NO DUES CERTIFICATE**" and a copy of the Affiliation extension order for the year 2015-2016 with sanctioned strength issued by the Academic Branch, O.U. and "**CLEARANCE**" from the DIRECTOR, ACADEMIC AUDIT CELL, O.U. otherwise their Examination forms will not be accepted.
- (c) Approval from the Nodal Officer, Statistical cell, Administrative Building, O.U.
- (d) One hard copy of nominal rolls (Consolidated list of candidates) generated using the students online information system after due verification by the principal and 1 year Nominal Roll signed by the Director, Directorate of Academic Audit, O.U.
- (e) Fees Abstract (in duplicate) the first copy to be submitted to the Deputy Registrar (Cheque-II Section), Examination Branch, O.U. and the second copy to the concerned sections.
- (f) Forward only the Examination Application forms of the candidates who have put in required percentage of attendance.
- (g) The Examination fee once paid by the candidate will not be refunded or adjusted.
- (h) **A Penal Fee of Rs.1000=00 per day** shall be levied if the college fails to submit the examination application form(s) within the stipulated date(s) mentioned above.
- (i) The Principal(s) are responsible for certifying and forwarding the wrong information, if any, by the candidates.

This notification is also available on website **www.Osmania.ac.in**

Sd/-
Addl.C.O.E.
(Prof.Wing-II)

Sd/-
CONTROLLER OF EXAMINATIONS

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***Copy to:-**

1. The Principal of concerned college,
2. The P.A. to Vice-Chancellor, O.U.,
3. The P.A.to Registrar, O.U.,
4. The P.A. to the OSD, O.U.,
5. The Dean, Faculty of Oriental Languages, O.U.,
6. The Director, Academic Audit Cell, O.U.,
7. The Director, PGRRCDE, O.U.,
8. The Director, University Press, O.U.,
9. The Dean, Students Affairs, O.U.,
- 10.The Public Relations Officer, O.U.
- 11.The Dy.Registrar [Academic], O.U.,
- 12.The Addl.Controller of Examinations [Confidential],,
- 13.The Addl.COE, EDP Section, O.U.,
- 14.The Superintendent, Stores Section, Examination Branch, O.U.

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