



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

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

No. /UG/EXAMS/2014-15

Date: 27 -11-2014

NOTIFICATION
BA/B.Com./B.Sc./B.B.A./B.S.W. ANNUAL EXAMINATION - 2015
(FOR REGULAR CANDIDATES ONLY)

It is hereby notified to all the eligible Regular candidates of B.A./ B.A (Vocational) / B.A(CDE)/B.S.W/B.Com.(General)/B.Com.(Computers)/B.Com.(Honours) B.Com. (Vocational) / B.Com (CDE)/ B.Sc./ B.Sc.(Vocational) , B.B.A course(s) of I,II, & III years enrolled during the academic year 2014-2015 to register for the **Annual Examinations** to be conducted in March / April 2015, the following is the schedule for the payment of examination fee and submission of examination application forms at their respective college(s).

Descriptions	Last dates	
	Without late fee	With late fee of Rs. 100/-
<u>To Students</u> Payment of Examinations fee and submission of Examination application forms at their respective colleges.	20-12-2014	27-12-2014
<u>To Colleges</u> 1. Submission of E.A.F. Online	23-12-2014	30-12-2014
2. Remittance of consolidated Examination fee to Registrar Osmania University Exam Fee Fund A/c No. 52198262033.	23-12-2014	30-12-2014

SPECIAL INSTRUCTIONS TO THE PRINCIPALS

- The college login will be closed after the last date.
- 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.

Note:

1. The details of Examination Fee schedule is enclosed.
2. The exact date of commencement of the Examinations and detailed time table will be notified later.
3. A separate notification will be issued soon after the declaration of the results of Supplementary Examinations (Oct/Nov) 2014, to enable the candidates having backlogs to register for the UG Annual Examinations to be held in March/April 2015.
4. The Examination fee once paid by the candidate/college will not be refunded or adjusted.
5. **The Examination application forms of I, II & III year eligible students (i.e. admitted to I Year during the academic year 2009-10 onwards) of the academic year 2014-15 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.**

Note: The above conditions are not applicable for P.G.R.R.C.D.E. Students.

6. The Principals of the Under - Graduate colleges and the Director, PGRRCDE, Osmania University, Hyderabad is requested to:

- a) **Not to forward the B.A/ B.Com/ B.Sc/B.S.W Application forms of the Candidates admitted to I year during the academic Year 2008-09 and earlier (not applicable for P.G.R.R.C.D.E. Students).**
- b) **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%) must be attached to the Application forms. **Blind, Physically Disabled, Deaf & Dumb Students Application forms should be submitted separately along with Separate Nominal Roll.**
- a) Inform all the concerned candidates that the payment of examination fee & submission of application forms will not be entertained after the due date **under any circumstances**. The Examination fee once paid by the candidate will not be refunded or adjusted.
- b) Instruct the students to enclose the Xerox copies of the memorandum of marks of earlier examinations to verify eligibility, and Equivalency Certificate issued by the Board of Intermediate, A.P, if the candidates are from other board.
- c) Prepare separate nominal rolls for **Vocational & Honours** students and send the forms separately, otherwise their forms will not be accepted.
- d) Note that the H.T No allotted to a candidate at the time of admission shall not be changed or allotted to another candidate, even if the first candidate has cancelled his/her admission.
- e) Forward only the Examination application forms of the candidates who have **put in required Percentage of attendance**.
- f) In case of the candidates transferred from other Universities and autonomous colleges a new H.T number which is not allotted earlier to any of the candidate of the college has to be allotted and enclose the OU Admission/Permission orders for transfer, memorandum of marks, migration certificate of the parent University.
7. The payment of Examination fee is accepted through **Core Banking System** from the Colleges under Osmania University Jurisdiction **Under no circumstances Demand Drafts will be accepted.**
- I. The Colleges maintaining their account with the branch of State Bank of Hyderabad, can remit the fees through the same branch for credit of Registrar Osmania University Exam Fee Fund **A/c No. 52198262033** maintained with Osmania University Branch of State Bank of Hyderabad.
- II. In case the College is maintaining its account with any Bank other than State Bank of Hyderabad, is required to **transfer the fee amount through RTGS** for credit into Registrar Osmania University Exam Fee Fund A/c No **52198262033(SBH, O.U Branch, IFSCCode "SBHY0020071")**.
- III. After remitting the examination Fee into the Registrar, Exam Fee Fund Account through Core Banking System the colleges can obtain a receipt from the Bank and submit the same to the Exam Branch along with Examination forms.
- IV. Hence, collect the Examination fee as per the enclosed schedule from the candidates at the college and remit consolidated amount of B.A/B.Com/.B.Sc/B.B.A to the Registrar Exam Fee Fund account on the dates given above and obtain the receipts from the bank.
8. **Consolidated fee receipt** obtained from the SBH Bank may be submitted to the Deputy Registrar (Cheque-II) Section, Examination Branch, O.U, where Receipts Pertaining to B.A/B.Com/B.Sc/B.B.A will be issued separately. (In no case individual receipts submitted by students will be accepted).
9. **Application forms with all the requirements should reach the Examination Branch, OU, on or before 05-01-2015. A penal fee @ Rs.1,000/- per faculty will be collected per day from the college on applications received after 05-01-2015.**

- a. **Affiliation orders** issued to the colleges for the Academic year 2014–2015 for the various courses for which Examination forms are to be submitted.
 - b. **No Dues certificate** issued by the Academic Branch, O.U.
 - c. **Clearance Certificate** from the Director, Directorate of Academic Audit, OU.
 - d. **Approval from the Nodal Officer**, Statistical Cell, Administrative Building, O.U
 - e. **Fees Receipt** issued by the Deputy Registrar, Cheque-II section, Examination Branch, O.U.
 - f. **Fees Abstract (in duplicate)** One hard copy of the Fee Abstract Prepared/downloaded using the link provided at College Login
 - g. **Nominal Rolls**: One hard copy of nominal rolls (consolidated list of candidates) generated using the Students online information System after due verification by the Principal and I year Nominal Roll signed by the Director, Directorate of Academic Audit, O.U.
 - h. **List of Transferred Candidates-**
 - i Transferred from one college to another college of Osmania University.
 - ii Transferred from other Universities.
 - i. **List of Physically handicapped and Deaf & Dumb Candidates.**
 - k. **Subject-wise Data & Elective Papers Data** of registered candidates in the prescribed proforma, must match with that of the applications submitted.
10. This notification is available on website www.osmania.ac.in.

Sd/-
CONTROLLER OF EXAMINATIONS

Copy to :

- 1) The Principal of concerned college,
- 2) The Director, PGRRCDE, O.U.,
- 3) The Director, Directorate of Academic Audit, O.U.,
- 4) The Deputy Registrar, Academic, O.U.,
- 5) The Jt. Director, Directorate of Academic Audit, O.U.,
- 6) The Finance Officer, O.U.,
- 7) The Deputy Registrar, Accounts, O.U.,
- 8) The Addl. Controller of Examinations (Confidential.), O.U.,
- 9) The Addl. Controller of Examinations (EDP), O.U.,
- 10) The Director, University Press and Publications, O.U.
- 11) The Chief Public Relations Officer, O.U,
- 12) The Spl.Officer, Infrastructure, OU
- 13) The Dean, Students Affairs, O.U.,
- 14) The Secretary to Vice – Chancellor, O.U.,
- 15) The P.A. to Registrar, O.U.,
- 16) The Superintendent, B.A./B.Sc./B.Com.(YWS) sections
- 17) The Superintendent (Stores), Examination Branch, O.U.



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

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

No. 481 /UG/ANNUAL /EXAMS/2014-15

Dt: 27.11.2014

To
The Principal

Sub: B.A./B.Com./B.Sc/B.B.A/B.S.W. (YWS) Annual Examinations - 2015: Examination Fee Details - Regarding

Sir/ Madam,

The details of Examination Fee payable for B.A./B.Com./B.Sc./B.B.A./B.S.W examinations are as follows :-

1. B.A, B.S.W I, II & III Year

All papers

₹ 650/- + 50 /-For Memo+ 50/- For CBT

Migration Fee

₹ 125/-

(Candidates who took admission from other Board/University)

2. B.Com. I, II & III Year

All papers

₹ 715/- + 50 /-For Memo+ 50/- For CBT

Migration Fee

₹ 125/-

(Candidates who took admission from other Board/University)

3. B.Sc. I, II & III Year

All papers

₹ 715/- + 50 /-For Memo+ 50/- For CBT

Migration Fee

₹ 125/-

(Candidates who took admission from other Board/University)

4. B.B.A I, II & III Year

All papers

₹ 850/- + 50 /-For Memo+ 50/- For CBT

Migration Fee

₹ 125/-

(Candidates who took admission from other Board/University)

5. Examination Processing Fee

All B.A.,B.Com., B.Sc, B.S.W & B.B.A I year candidates who are appearing for the University Examinations for the first time should pay "Examination Processing Fee" of Rs.200 (one time payment) in addition to the examination fee.

6. B.A. B.Sc. B.Com.B.S.W.&B.B.A(III Year Only)

Provisional Certificate

₹ 60/-

Consolidated Memo

₹ 125/-

❖ Migration Certificate

₹ 125/-

❖ Migration Certificate will be issued to all the passed out Candidates along with Provisional Certificate.

Sd/-
Controller of Examinations