



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

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

No.021 /UG/SUPPL/Exams/2014

Dated: 14.08.2014

NOTIFICATION

The last date for payment of examination fee and submission of application forms for 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 (YWS) & B.A (OUS- I, II & III year (only 11 Batch)/B.Com (OUS- I,II&III year only 11 batch) Supplementary Examinations(for Backlog & Improvement students only) to be held in Oct./Nov. 2014 is as follows:-

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.	30-08-2014	06-09-2014
<u>To Colleges</u> 1. Remittance of consolidated Examination fee to Registrar Osmania University Exam Fee Fund A/c No. 52198262033. 2. Submission of E.A.F. Online	02-09-2014 02-09-2014	09-09-2014 09-09-2014

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 Examination application forms of ALL students (All batches) are to be submitted **online through college login**. Also, hard copy 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 Memo.
3. The candidates who have appeared for III year in double the duration of the course but not crossed (8) years from the date of admission and intended to write **backlog papers, have to pay an amount of ₹ 1000/- per paper, along with normal examination fee i.e. candidates admitted during the academic year 2007-08, 2008-09.**

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

4. Whenever the syllabus or scheme of examination changes, two more examinations one in the following September and the other in the following March shall be conducted according to old syllabus/regulations. Candidates not appearing in these examinations or failing in them shall take the examinations subsequently according to the changed syllabus/regulations.

* Hence, in Supplementary - 2014 all Backlog candidates have to write their Examinations according to the New Syllabus, for the papers where there is change in syllabus during the Academic Year 2013-2014.

Continue.....2

5. All the candidates of all Batches who have backlog of **English paper- I & Paper- II** have to appear for the Viva- Voce, CBT and Theory Examination.
6. The exact date of commencement of the examinations and detailed time – table will be notified later.
7. **Each Practical paper, IHC, Env.Studies, Science&Civilisation, Comp.Skills I&II and Human Values& Professional Ethics are treated as separate papers. The Candidate has to pay the examination fee and register for the examination.**
8. The Principals of the Under – Graduate colleges and the Director, PGRRCDE, Osmania University, Hyderabad is requested to:
 - a) **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.**
 - b) **Not to forward the application forms of the candidates admitted during the academic year 2006 - 2007 and earlier (Not applicable for P.G.R.R.C.D.E. Students).**
 - c) 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.
 - d) Instruct the students to enclose the Xerox copies of the memorandum of marks of earlier examinations to verify eligibility.
 - e) In case of the candidates transferred from other Universities and autonomous colleges a new HT 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.
9. The University has decided to accept the payment of Examination fee 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, IFSCode "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.
10. Submit all the **Application forms** along with the
 - I. **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).
 - II. **Nominal Rolls (Only one copy)** : One hard copy of nominal rolls (consolidated list of candidates) generated using the Students **online information System** after due verification and signed by the Principal.

- III. **Subject-wise Data & Elective Papers Data** of registered candidates in the prescribed proforma, which must match with that of the applications submitted.
- IV. **List of Transferred Candidates-**
- i. **Transferred from one college to another college of Osmania University.**
 - ii. **Transferred from other Universities.**
- V. **List of Physically handicapped and Deaf & Dumb Candidates.**
- VI. **Fees Abstract (in duplicate) One hard copy of the Fee Abstract Prepared/downloaded using the link provided at College Login.**

11. Eligibility for Improvement

- a. Candidates, who appeared and passed their I or II year in one attempt in April 2014 are alone eligible to appear for improvement in one or more papers of I or II years respectively.
- b. For Improvement of division under part-I the candidates have to appear for both English and second language of II year at a time. Improvement in marks without affecting the division will not be taken into account and the marks secured earlier only hold good.
- c. For improvement of division under part-II the candidate has to either appear for all the papers of III year including Practicals or any number of optional papers of I and II year (who have not availed improvement chances earlier) along with all III year papers (compulsory) also.
- d. The candidates are permitted to appear twice for part-I and part-II improvements during the period of 3 years from the date of completion of their degree.

12. Application forms with all the above requirements should reach the Examination Branch, OU, on or before 11th September 2014. A penal fee @ Rs.5,000/- per faculty will be collected per day from the college on applications received after 11th September 2014.

13. 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.,