



Telephone: Office:08542-200210,
CONTROLLER OF EXAMINATIONS,
PALAMURU UNIVERSITY,
MAHABUBNAGAR – 509 001. (T.S)

No.22/U.G/Annual Exams/2015-16

Dated:09-12-2015.

NOTIFICATION

BA/B.Com./B.Sc. ANNUAL EXAMINATION -2016 **(FOR REGULAR CANDIDATES ONLY)**

It is hereby notified to all the eligible Regular candidates of **B.A./B.Com.(General)/B.Com.(Computers)/B.Com(Vocational) /B.Sc. of I,II, & III years** enrolled during the academic year 2015–2016 to register for the Annual Examinations to be conducted in **March /April 2016**, 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.	28-12-2015	05-01-2016
<u>To Colleges:</u> 1.Remittance of consolidated Examination fee through DD in favour of Registrar, Palamuru University, Mahabubnagar 2.Submission of E.A.F. Online	02-01-2016 02-01-2016	08-01-2016 08-01-2016

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 P.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 detail 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) 2015, to enable the candidates having backlogs to register for the UG Annual Examinations to be held in March/April 2016.**
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 2010-11 onwards) of the academic year 2015-16 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.

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6. **Not to collect the Exam fee from Blind, Physically Disabled, Deaf & Dumb students.** 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) 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.
 - d) Forward only the Examination application forms of the candidates who have **put in required Percentage of attendance.**
 - e) **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 PU Admission/Permission orders for transfer, memorandum of marks, migration certificate of the parent University.**
7. The University has decided to accept the payment of Examination fee through Consolidated DD (Year wise and Course wise) from the Colleges under Palamuru University Jurisdiction in favour of Registrar Exam Fee Account.

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 to the Registrar Exam Fee Fund account on the dates given above and obtain the receipts from the Exam Branch.

8. Application forms with all the requirements should reach the Examination Branch, PU, on or before **02-01-2016 without late fee and 08-01-2016 with late fee.** A penal fee @ **Rs.1,000/-** per faculty will be collected per day from the college on applications received after **02-01-2016 without late fee and 08-01-2016 with late fee**
 - a) **Affiliation orders** issued to the colleges for the Academic year 2015-2016 for the various courses for which Examination forms are to be submitted.
 - b) **No Dues certificate** issued by the Academic Branch, P.U.
 - c) **Clearance Certificate** from the Director, Directorate of Academic Audit, P.U.
 - d) **Approval from the Nodal Officer**, Statistical Cell, Administrative Building, P.U
 - e) **Fees Abstract (in duplicate)** One hard copy of the Fee Abstract Prepared/ downloaded using the link provided at College Login
 - f) **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 1 year Nominal Roll signed by the Director, Directorate of Academic Audit, P.U.
 - g) **List of Transferred Candidates :-**
 - i. **Transferred from one college to another college of Palamuru University.**
 - ii. **Transferred from other Universities.**
 - h) List of Physically handicapped and Deaf & Dumb Candidates.
 - i) Subject-wise Data & Elective Papers Data of registered candidates in the prescribed proforma, must match with that of the applications submitted.
9. This notification is available on website www.palamuruuniversity.com

Sd/-
CONTROLLER OF EXAMINATIONS

Copy to :

- 1) The Principal of concerned college,
- 2) The Director, Directorate of Academic Audit, P.U.,
- 3) The Joint Director, Directorate of Academic Audit, P.U.,
- 4) The Additional controller of Examinations (Confidential), P.U.,
- 5) The Secretary to Vice-Chancellor, P.U.,
- 6) The P.A. to Registrar, P.U.,
- 7) Notice Board of the Examination Branch, P.U.



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Dated:09-12-2015

To
The Principal,

Sub:- B.A./B.Com./B.Sc (YWS) Annual Examinations – 2016, Examination Fee Details –
Regarding

Sir/ Madam,

The details of Examination Fee payable for B.A./B.Com./B.Sc. (YWS) examinations is as follows :-

1. B.A I, II & III Year

All papers	Rs. 715/- + 50/- For Memo+50/- for CBT
Migration fee	Rs. 125/-
(Candidates who took admission from other Board/University)	

2. B.Com I, II & III Year

All papers	Rs. 790/- + 50/- For Memo+50/- for CBT
Migration fee	Rs. 125/-
(Candidates who took admission from other Board/University)	

3. B.Sc I, II & III Year

All papers	Rs. 790/- + 50/- For Memo+50/- for CBT
Migration fee	Rs. 125/-
(Candidates who took admission from other Board/University)	

4. Examination Processing Fee

All **B.A.,B.Com & B.Sc., 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.

5. B.A. B.Sc. B.Com.(III Year Only)

Provisional Certificate Rs. 60/-
Consolidated Memo Rs.125/-

Sd/-
Controller of Examinations