



OFFICE OF THE CONTROLLER OF EXAMINATIONS
SATAVAHANA UNIVERSITY

KARIMNAGAR – 505 001 (T.S)

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NOTIFICATION

It is hereby notified for information to all the candidates pursuing I Year Regular of B.A(L)/B.A./B.B.M./B.Com./B.Sc. courses of this University who are desirous to appear for the Annual Examinations to be held in the month of **March 2015**, the last dates for payment of examination fee and submission of application forms at their respective colleges are as per the details shown below:

1. without late fee ... 04-12-2014
2. with a late fee of ₹ . 250/- ... 11-12-2014
3. with a late fee of ₹ . 500/- ... 20-12-2014

Fee Particulars

COURSES	I Year(Regular) Fee Amount ₹
B.A.(GEN) / B.Com (GEN)	530+20*
B.A. (COMP) / B.B.M./B.Sc/B.Com (COMP)	630+20*

*NOTE: ₹ 20/- for Memorandum of Marks for each Course

* NOTE:- For detailed instructions of Regular I Year students see website. www.satavahana.ac.in or www.satavahana.in

*NOTE: The College Management are requested to get the DD's from the Bank's of SBH, SBI & Andhra Bank only.

*NOTE: Online Fee particulars for I year should be shown Course wise on College Letter Head.

Instructions to Students

1. In case of late registration and submission a separate penalty for each year should be remitted.
2. Only single application form should be used by each candidate irrespective of the year/years for which he/she desires to register as Ex./Improvement candidate.
3. Application form(s) **will not** be accepted directly from any candidate or from the Principal after the due date.
4. The students can obtain application forms from their respective colleges.
5. Fee once remitted **will not** be refunded or adjusted under any circumstances. Therefore, the candidates should confirm their eligibility by going through the rules and before the remittance of examination fee.
6. In case of transfer of students from one college to the other, **transfer orders** should be enclosed with Nominal Rolls.
7. The date of Commencement of Examinations and the detailed Time-Table will be notified in due course.

Guidelines for Principals

1. The application forms may be obtained from the **Examination Branch, Satavahana University, Karimnagar** on payment of prescribed amount for offline students.
2. Following is the schedule for submission of forms and nominal rolls.

Fee Particulars	Last date for payment of exam fee	Last date for consolidated payment of fee by the Principal (through D.D.)	Last date for submission of application forms along with nominal rolls & D.D. to the C.O.E.
Without Late Fee	04-12-2014	08-12-2014	10-12-2014
With a late of ₹ . 250/-	11-12-2014	15-12-2014	17-12-2014
With a late of ₹ . 500/-	20-12-2014	23-12-2014	26-12-2014

3. Application forms of 1 year candidates should be submitted along with
 - i. 1 Soft copy and 3 hard copies of nominal rolls in the prescribed proforma.
 - ii. No dues certificate from Dean, College Development Council, SU.
 - iii. No dues certificate from Dean, Academic Affairs, SU.

4. The candidates with late fee of Rs.500/- should be directed to remit the examination fee and late fee directly in the form of D.D. drawn in favour of " **The Registrar, Examinations A/c. SU** . Fee remitted in other modes and applications sent after the prescribed dates **will not** be accepted under any circumstances and will summarily be rejected. Late fee (Rs.500/-) forms should be submitted to the Controller of Examinations on-or before **28-12-2014**, through college nominal rolls.
5. Every application must possess a Receipt of payment issued by the college towards examination fee collected from the candidate, (**Except late fee of Rs .250 /- and Rs.5,00/- forms**) failing which it will not be accepted.
6. Application forms should be **scrutinized and signed** by the Academic Coordinator of the college in accordance with the guidelines and instructions issued and should be tied separately in chronological order. Applications of not eligible candidates are liable for rejection at any stage whenever they are detected. For this, the University will not be held responsible in any manner.
7. Payment of fee must be in the form of consolidated **Demand Draft Course Wise** only. Any other mode of payment is not accepted.
8. The application forms of the candidates who have put in the required percentage of attendance only to be forwarded to the University.
09. Application forms **will not** be accepted from the colleges after the last late fee date **28-12-2014**.
10. An updated **Faculty** list in the prescribed profarma should be submitted if it is not submitted so far in this academic year.

Addl. Controller of Examinations

Controller of Examinations