

Prof. G. Ram Reddy Centre for Distance Education

Osmania University, Hyderabad – 500 007.



**Instructions for payment of Examination fee
and Submission of Examination forms for
P.G.D.C.A. II Semester (Main & Backlog) and I Semester (Backlog) November, 2015 Examinations**

- A. Last date without late fee : **11-09-2015**
B. Last date with a late fee of **Rs.200/-** : **18-09-2015**

Fee Details		
1	PGDCA – I Semester (Backlog) Any No. of Papers	Rs.1360/-
2	PGDCA – II Semester (Regular / Backlog) Any No. of Papers	Rs.1360/-

- Note:** a) The candidates who have not paid examination fee of PGDCA I – Semester and not appeared for both Practical and Theory papers in the First Semester will be promoted to Second Semester and are eligible to write both 1st and 2nd semesters examinations (both Theory and Practicals) along with the 2nd Semester examinations by paying an amount of **Rs.200/-** extra in addition to the Prescribed Examination fee.
- b) The PGDCA candidates who do not complete their course within the two years are permitted to write the examination by paying **Rs.500/-** extra towards registration fee every year (Roll No. begins with 94-13-0000 and earlier batches) in addition to the examination fee.

ENCLOSURES

1. A demand draft for requisite examination fee favouring the Director, Prof. G. Ram Reddy Centre for Distance Education, Osmania University, payable at Hyderabad.
2. **DO NOT AFFIX POSTAL STAMPS ON THE SELF ADDRESSED ENVELOPS WHICH ARE ENCLOSED TO EXAM FORM.**
3. Photostat copy of Memo of Marks of previous examination and Degree Certificate.
4. Photostat copy of Identity Card.

INSTRUCTIONS

- i. Please write your Roll number (94/ /), Name and Course at the back of all the demand draft without fail.
- ii. Candidates can pay the examination fee through any Nationalised bank and payable at Hyderabad only.
- iii. Without payment of Semester(s) Fee, Hall Ticket will not be sent / issued.
- iv. The Examination Fee once paid will not be refunded.
- v. The Examination forms should be submitted at the PGRRCDE, OU, only.
- vi. Separate application form along with requisite fee should be submitted for each Semester examination.
- vii. The University reserves the right to cancel the admission / results of the candidates at any stage when it is detected that his / her admission / results of the examination of Prof. G. Ram Reddy Centre for Distance Education, OU, is against the rules.

For all legal matters the jurisdiction is restricted to Hyderabad city only.

DIRECTOR