



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**KAKATIYA UNIVERSITY**  
**WARANGAL - 506 009**

No. 240/E2/KU/2011

19 November, 2011

**NOTIFICATION**

It is hereby notified for information of all the Regular candidates (*Those who are admitted for the academic year 2011-12 only*) of I year of B.A./B.B.M/B.Com/B.Sc courses of this University, particularly I year regular students of Adilabad District colleges only, who are desirous to appear for the Annual Examinations to be held in the month of February/March/April 2012, that the last dates for payment of examination fee and submission of application forms at their respective colleges are as shown below:

1. Without late fee .... 28-11-2011
2. With a late fee of ₹ 20/- .... 02-12-2011

**Fee Particulars**

COURSES	I Year Fee Amount in ₹
B.A. /B.B.M	300/- + 20/-*
B.Com (Gen/Comp)	365/- + 20/-*
B.Sc. (Gen/Comp)	420/- + 20/-*

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

**Note:**

1. The date of Commencement of Examinations and the detailed Time-Table will be notified in due course.
2. Application form(s) **will not** be accepted directly from any candidate or from the Principal after the due date.
3. The Principals are requested to obtain the application forms from the **Director, Publication Cell, Kakatiya University, Warangal** on payment of prescribed amount.
4. The Students of *I Year* Regular Candidates should apply through **ICR Forms** only.
5. The students can obtain the application forms from their respective colleges.

**FOLLOWING IS THE SCHEDULE FOR SUBMISSION OF APPLICATION FORMS AND NOMINAL ROLLS**

- A) Application forms along with
- i) **3 hard copies** of nominal rolls in the prescribed proforma,
  - ii) 'No Dues Certificate' from the Academic Branch, K.U.,
  - iii) 'No Dues Certificate' from Dean, College Development Council, K.U. and
  - iv) 'No Dues Certificate' from Dean, Academic Affairs, K.U.

Should reach the Controller of Examinations as per the following schedule:

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	28-11-2011	01-12-2011	07-12-2011
With a late of ₹ 20/-	02-12-2011	05-12-2011	09-12-2011

- B) Every application must possess a receipt of payment issued by the college towards examination fee collected from the candidate, failing which it will not be accepted.
- C) 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.
- D) Payment of fee must be in the form of consolidated Demand Draft course-wise only. Any other mode of payment is not accepted.
- F) Application forms **will not** be accepted from the colleges after **09-12-2011**.



**PROF. AJMEERA RAGAN**  
ADDL. CONTROLLER OF EXAMINATIONS



**PROF. K. DAVID**  
CONTROLLER OF EXAMINATIONS

Copy to:

1. The Dean, Faculty of Arts/Commerce/Science/Social Sciences, KU.
2. All the Heads of Departments, KU.
3. All the Chairpersons, Board of Studies, KU.
4. The Director, S.D.L.C.E., KU.
5. The Dean Academic Affairs, KU.
6. The Director, Publication Cell, KU. With a request to issue ICR forms for the I Year students
7. The Finance Officer, KU.
8. The Joint Registrar (Academic/Administration), KU.
9. The Manager, State Bank of Hyderabad, KU/SBH, Subedari, Hanamkonda.
10. The Secretary to Vice-Chancellor, KU.
11. The P.A. to Registrar, KU.
12. All the Sections of Examinations Branch, KU.
13. The Dean, College Development Council, KU.
14. The Public Relation Officer, KU.
15. The Director, Student Welfare Centre, KU
16. All the Principals of under-graduate (non-professional) colleges, KU, with a request that:

## ANNEXURE

### I Guidelines to the Principal / Academic Coordinator for processing the examination Application forms

#### a) Allotment of Roll Numbers (For 1 Year Only - All Colleges)

The candidates should be allotted Roll Numbers as per the following guidelines:

Code Number of the College	Year in which the Candidate writes his first exam	Number allotted to the Candidates in serial Order
First 3 Digits	4 <sup>th</sup> & 5 <sup>th</sup> Digits	6 <sup>th</sup> to 9 <sup>th</sup> Digits
Ex: <b>001</b>	Ex: <b>12</b>	Ex: <b>00112 ****</b>
B.A. 001	00112	001121001
B.Com 001	00112	001122001
B.Sc (B) 001	00112	001123001
B.Sc (M) 001	00112	001124001

\*\*\*\* Please note that the number to be allotted in the last four digits of the Roll Number should be different for each course such as:

B.A. (General & Specializations)	1001 to 1800
B.B.M.	1801 to 2000
B.Com. (General & Specializations)	2001 to 3000
B.Sc. (B) (General & Specializations)	3001 to 4000
B.Sc. (M) (General & Specializations)	4001 to 4800
B.Sc. (Vocational)	4801 to 5000

#### b) *The Academic Coordinator or In-charge, Examinations of the college should verify thoroughly the following points to avoid errors in the results.*

- i) Whether the candidate has filled in his/her name and father/mother name strictly as per the Intermediate pass Certificate or its equivalent qualifying examination's certificate.
- ii) Whether the candidate has written properly the full titles of the subjects/papers/electives in the application form and Hall Ticket whether he/she is eligible for them.
- iii) Academic Coordinator or In-charge Examinations is requested to physically verify the application forms and attest before putting facsimile of the Principal thereon.

**c) Preparation of Nominal Rolls:**

**i) Hard Copy:**

The nominal rolls should be clearly and carefully typed and care should be taken in mentioning the Name, Hall Ticket Numbers, and titles of the papers/Electives etc., Then the Nominal Roll, should be prepared strictly in accordance with the particulars written in the application. Nominal Roll should be prepared mentioning Regular candidates and like-wise the application bundles. Every Nominal Roll should contain the Page Total at the end of each page and the GRAND TOTAL at the end of Nominal Roll for the amount of fee collected and that should tally with the amount mentioned in the Demand Draft. The Principal should note that the amount remitted in excess to the Grand Total shown in the Nominal Roll will not be adjusted for other cases, which are not mentioned in the Nominal Roll. However, a consolidated D.D may be taken for each course separately and it should tally with the consolidated amount of the Nominal Roll of the course.

SL. No.	HT. No.	Name of the Candidate Fathers Name Mothers Name	Y E A R	Ex/ Imp/ Reg.	Subjects appearing	Particulars of Fee	Total Fee	Remarks
1)								
2)								
3)								

**NOTE:** Please verify whether any unauthorized candidate's name appeared in the Nominal Roll contravening the provisions or rules of admissions.

**d) Remittance of Fee:**

Candidates should be asked to remit the requisite fee in cash at the college counter or may be directed to deposit in the Bank where the College account exists. **Every application should contain a receipt issued by the college (or) a deposit slip to that effect, failing which the application will be summarily rejected. Remittances made by the candidates through challan directly into the university account in any bank will not be accepted under any circumstances.** This should be informed to the candidates by notifying this instruction on the college Notice Board prominently. The fee once remitted through D.D. will neither be refunded nor adjusted under the rules.

Then a Demand Draft in favour of the "**Registrar, Examinations A/c, KU**" to be drawn within the date prescribed in the following format.

Sl. No.	Course Year	Regular	Total No. of Candidates as shown in NR	Amount as shown in NR	DD No with Amount date
1)					
2)					
3)					

- a) Demand Draft(s) should tally with that of the amount(s) shown in the Nominal Rolls.
- b) Demand Drafts are to be taken separately for each course (B.A./B.B.M./B.Com/B.Sc.)
- c) Demand Draft for excess amount, if any, will not be adjusted for application/s to be submitted later.
- d) Name and address of the college should be mentioned on the backside of each Demand Draft.
- e) If the Demand Draft is taken by the candidate (as in the cases of late fee), he/she should be invariably write his/her name, HT. No. & address on the backside of the Demand Draft.

The Principal will be held responsible for any lapse, delay and the matter will be reported to the Dean, College Development Council, Director of Higher Education for initiating necessary action against the colleges which do not follow the instructions/Rules or advices scrupulously.

**e) Submission of Applications/Nominal Rolls to the University:**

The application forms should be submitted to the Controller of Examinations as per the schedule given in the notification after thorough scrutiny. No application form will be accepted after expiry of the stipulated date. The last dates prescribed for submission of application forms and taking the Demand Draft/s should be followed scrupulously to enable the University to issue the Hall Tickets well in advance. **No Candidate is allowed to write the examination without a Hall Ticket issued by the University, failing which the Principal will be held responsible and the University will not declare the result of such candidates.** However, in case of missing of Hall Tickets for any valid reason a 'DUPLICATE' Hall Ticket may be issued after collecting ₹ 10/- (Rupees ten only) from the candidate and the Principal shall inform such cases and reasons for issuing the DUPLICATE Hall Tickets and the amount so collected should be remitted to the University through D.D. Duplicate Hall Ticket should not be issued to the candidates whose applications had been rejected.

## II Proposals for Corrections in Certificates:

Proposal for name corrections of the 1st year should be immediately brought to the notice of Controller of Examinations for making necessary corrections prior to the examinations.

## III Submission of Updated Teachers List:

An up-dated list of the teachers working in your college Course-wise along with reference may please be sent along with the nominal rolls. The Nominal rolls will not be accepted without the teachers list.



**PROF. AJMEERA RAGAN**  
ADDL. CONTROLLER OF EXAMINATIONS



**PROF. K. DAVID**  
CONTROLLER OF EXAMINATIONS

**Note: This notification is also available at the following University Websites:**

[i\) www.kuwarangal.com](http://www.kuwarangal.com)

[ii\) www.kakatiya.ac.in](http://www.kakatiya.ac.in)