



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

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

No.128/UG/EXAMS/2011-12

Date: 22 -11-2011

NOTIFICATION

BA/B.Com./B.Sc. ANNUAL EXAMINATION - 2012
(FOR REGULAR CANDIDATES ONLY)

It is hereby notified to all the eligible Regular candidates of B.A./ B.A (Vocational) /B.A (OUS)/B.A(CDE)/B.S.W/B.Com.(General)/ B.Com.(Computers)/ B.Com.(Honours) /B.Com. (Vocational) / B.Com (OUS)/ B.Com (CDE)/ B.Sc./ B.Sc. Vocational) course(s) of I,II, & III years enrolled during the academic year 2011-2012 to register for the **Annual Examinations** to be conducted in March / April 2012, the following is the schedule for the payment of examination fee and submission of examination application forms at their respective college(s):

**LAST DATE FOR PAYMENT OF EXAMINATION FEE
WITHOUT LATE FEE** **22.12.2011**

**LAST DATE FOR PAYMENT OF EXAMINATION FEE
WITH A LATE FEE OF ₹ . 100/-** **29.12.2011**

NOTE:

1. The details 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) 2011, to enable the candidates having backlogs to register for the UG Annual Examinations to be held in March/ April 2012.
4. a. The Examination application forms of I & II year students of the academic year 2011-12(whose data is available online) 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 (User Manual is enclosed).
b. The Examination application forms of III year only can be obtained from the respective colleges/Director, University Press & Publications, Osmania University, Hyderabad, on payment from 25.11.2011 onwards.
5. The Examination fee once paid by the candidate/college will not be refunded or adjusted.
6. All the colleges under the Nalgonda and Nizamabad District are required to submit the Examination application forms of only II & III year candidates to Osmania University.
7. All the colleges under the Mahabubnagar District are required to submit the Examination application forms of only III year candidates to Osmania University.
8. The Principals of the Under-Graduate colleges and the Director, PGRRCCDE, OSMANIA UNIVERSITY, are requested to:
 - a) Not to forward the B.A/ B.Com/ B.Sc Application forms of Candidates admitted to I year during the academic Year 2005-06 and earlier.

Continue..... 2

- b) **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.**
- c) Inform their regular students that the examination fee & application forms will not be accepted after the due date.
- d) Instruct the students to enclose the photo copies (Xerox copies) of the memorandum marks of Qualifying examination to verify the eligibility.
- e) Prepare separate nominal rolls for **Vocational & Honours** students and send the forms separately, otherwise their forms will not be accepted.
- f) 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.
- g) Allot new Hall Ticket number (which is not allotted to any candidate) to the candidates transferred from the other Universities and Autonomous colleges of concerned batch and to enclose the OU Admission/ Permission orders on transfer, memorandum of marks, migration certificate of the parent University and also furnish relevant information in enclosed proforma without fail.
- h) Forward only the Examination application forms of the candidates who have **put in required Percentage of attendance.**
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.**
- a. 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.
- b. 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")**.
- c. 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.
- d. 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 below and obtain the receipts from the bank.
- i. Consolidated receipt without late fee on **26-12-2011.** } **AVOID MORE NUMBER**
ii. Consolidated receipt with late fee on **02-01-2012.** } **OF RECEIPTS**



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

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

-3-

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 will be issued separately. (In no case individual receipts submitted by students will be accepted).

II. **Nominal Rolls:**

i. **In case of the I & II year students admitted during the Academic year 2011-12.**

One hard copy of nominal rolls (consolidated list of candidates) generated using the Students online information System after due verification by the Principal and I year Nominal Roll signed by the Director, Directorate of Academic Audit, O.U.

ii. **In case of the students other than those covered in (i) i.e.**

(a)..Candidates readmitted into I & II year during 2011-12. (b). Registered for III yr. Prepare the nominal rolls batch-wise and Hall-Ticket number order irrespective of the group on **B4 (132 column) Size Paper**.

III. **Subject-wise Data & Elective Papers Data** of registered candidates in the prescribed proforma, which must match with that of the applications submitted.

IV. **Affiliation orders** issued to the colleges for the Academic year 2011-2012 for the various courses for which Examination forms are submitted.

V. **No Dues certificate** issued by the Academic Branch, O.U.

VI. **Clearance Certificate** from the Director, Directorate of Academic Audit, OU.

VII. **Fees Abstract (in duplicate)** the first copy to be submitted to the Deputy Registrar (Cheque-II Section), Examination Branch, O.U and the second copy to the concerned sections.

11. **Application forms with all the above requirements should reach the Examination Branch, OU, on or before 5th January, 2012. A penal fee @ ₹ 500/- per faculty will be collected per day from the college on applications received after 5th January, 2012.**

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 Finance Officer, O.U.,
- 6) The Addl. Controller of Examinations (Confidential.), O.U.,
- 7) The Director, University Press and Publications, O.U.
- 8) The Chief Public Relations Officer, O.U,
- 9) The Secretary to Vice - Chancellor, O.U.,

- 10) The P.A. to Registrar, O.U.,
- 11) The Spl. Officer, Infrastructure, OU
- 12) The Addl. Controller of Examinations (EDP section.), O.U.,



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

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

No. 129/UG/ANNUAL/EXAMS/2011-12

Date: 22-11-2011

To
The Principal

**Sub: B.A./B.Com./B.Sc. (YWS) Annual Examinations - 2012: Examination Fee Details -
Regarding**

Sir/ Madam,

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

1. B.A. I, II & III Year

3 or more papers	₹ 465/- + 50 /-For Memo+ 50/- For CBT
upto 2 papers	₹ 345/- + 50/- For Memo
Improvement per Paper	₹ 300/- + 50/- For Memo
Migration Fee	₹ 125/-

(Candidates who took admission from other Board/University)

2. B.Com. I, II & III Year

3 or more papers	₹ 535/- + 50 /-For Memo+ 50/- For CBT
upto 2 papers	₹ 345/- + 50/- For Memo
Improvement per Paper	₹ 300/- + 50/- For Memo
Migration Fee	₹ 125/-

(Candidates who took admission from other Board/University)

3. B.Sc. I, II & III Year

3 or more papers	₹ 535/- + 50 /-For Memo+ 50/- For CBT
upto 2 papers	₹ 345/- + 50/- For Memo
Improvement per Paper	₹ 300/- + 50/- For Memo
Migration Fee	₹ 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	₹ 60/-
Consolidated Memo	₹ 125/-

Kindly, collect the Examination Fee and **English Ist and IInd year CBT, Viva-Voce Exam fee** from the Candidates for Annual Examinations - 2012 as mentioned above and remit the same to the Registrar OU Fee Fund A/c No. **52198262033** as specified in the notification.

Yours faithfully,

Sd/- Controller of Examinations

Copy to:

1. The Director, University Press & Publications, O.U., with a request to print the fee schedule on the examination application forms of B.A./B.Com./B.Sc.(YWS).