



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

(Re-Accredited by NAAC with A+ Grade)

No. 006 /UG/ Annual/Exams/2018

Dated: 16.01.2018

NOTIFICATION
(For Backlog Candidates only)

The schedule for payment of examination fee and submission of application forms for B.A./ B.A. (Vocational) / B.A(CDE) / B.S.W. / B.Com. (General)/ B.Com. (Computers) / B.Com (Honours)/ B.Com. (Vocational) / B.Com (CDE)/ B.Sc./ B.Sc. (Vocational)/B.B.A course(s) of I, II & III years (YWS) Annual Examinations(for Backlog & Improvement students only) to be held in March/ April - 2018 is as follows:-

Descriptions	Last dates	
	Without late fee	With late fee of Rs. 200/-
<u>To Students</u> Payment of Examinations fee and submission of Examination application forms at their respective colleges.	31-01-2018	06-02-2018
<u>To Colleges</u> 1. Remittance of consolidated Examination fee to Registrar Osmania University Exam Fee Fund A/c No. 52198262033. 2. Submission of E.A.F. Online	02-02-2018 02-02-2018	08-02-2018 08-02-2018
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, O.U.	09-02-2018	

SPECIAL INSTRUCTIONS TO THE PRINCIPALS

- The college login will be closed after the last date as mentioned above.
- The late fee will be levied automatically in case the fee is not Remitted to the O.U. A/c .
- Late Fees will be levied, if online EAFs are not submitted on or before due date, even if fees remitted into fund account within due date.
- 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 ,even if they appear for the examinations.
- The Principles are requested to transfer Consolidated exam fee amount into Registrar Osmania University Exam Fee Fund A/c No 52198262033 (SBI, O.U Branch, IFSCCode "SBIN0020071"), SBI,O.U through NEFT/RTGS only.

Note:

1. The details of Examination Fee schedule is enclosed.
2. The Examination application forms of all students (All batches) are to be submitted **online through college login**. Also, hard copy 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 Memo.
3. The candidates who have appeared for III year in double the duration of the course but not crossed (8) years from the date of admission and intended to write **backlog papers, have to pay an amount of ₹ 1000/- per paper, along with normal examination fee i.e. Candidates admitted During the academic year 2010-11 , 2011-12.**

Note: The above conditions are not applicable for P.G.R.R.C.D.E Students.

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4. Whenever the syllabus or scheme of examination changes, two more examinations one in the following September and the other in the following March shall be conducted according to old Syllabus/regulations. Candidates not appearing in these examinations or failing in them shall take the examinations subsequently according to the changed syllabus/regulations. Hence, in Annual - 2018 all eligible Backlog candidates have to write their Examinations according to the New Syllabus, for the papers where there is change in the syllabus during the Academic Year 2016-2017.
5. All the candidates of all Batches who have backlog of **English paper- I & Paper- II** have to appear for the Viva- Voce, CBT and Theory Examination.
6. The exact date of commencement of the examinations and detailed time – table will be notified later.
7. Each Practical paper, IHC, Env.Studies, Science&Civilisation, Comp.Skills I&II and Human Values& Professional Ethics are treated as separate papers. The Candidate has to pay the examination fee and register for the examination.
8. The Principals of the Under – Graduate colleges and the Director, PGRRCDE, Osmania University, Hyderabad is requested to:
 - a) **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.**
 - b) **Not to forward the application forms of the candidates admitted during the academic year 2009 - 2010 and earlier (Not applicable for P.G.R.R.C.D.E. Students).**
 - c) 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.
 - d) Instruct the students to enclose the Xerox copies of the memorandum of marks of earlier examinations to verify eligibility.
 - e) In case of the candidates transferred from other Universities and autonomous colleges a new HT number which is not allotted earlier to any of the candidate of the college has to be allotted and enclose the OU Admission/Permission orders for transfer, memorandum of marks, and migration certificate of the parent University.
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.

I. It is required to transfer the fee amount through RTGS / NEFT for credit into Registrar Osmania University Exam Fee Fund A/c No 52198262033(SBI, O.U Branch, IFSCCode "SBIN0020071").

9. 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/B.B.A will be issued separately. (In no case individual receipts submitted by students will be accepted).
 - II. **Nominal Rolls (Only one copy):** One hard copy of nominal rolls (consolidated list of candidates) generated using the Students **online information System** after due verification and signed by the Principal.

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

IV. **List of Transferred Candidates-**

- i. Transferred from one college to another college of Osmania University.
- ii. Transferred from other Universities.

V. **List of Physically handicapped and Deaf & Dumb Candidates.**

VI. **Fees Abstract (in duplicate)** One hard copy of the Fee Abstract Prepared/downloaded using the link provided at College Login.

11. Application forms with all the above requirements should reach the Examination Branch, OU, on or before **12th February, 2018**. A penal fee @ Rs.5,000/- per faculty will be collected per day from the college on applications received after **12th February, 2018**.

12. This notification is available on OU website www.osmania.ac.in.

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 Jt. Director, Directorate of Academic Audit, O.U.,
- 6) The Finance Officer, O.U.,
- 7) The Deputy Registrar, Accounts, O.U.,
- 8) The Addl. Controller of Examinations (Confidential.), O.U.,
- 9) The Addl. Controller of Examinations (EDP), O.U.,
- 10) The Director, University Press and Publications, O.U.
- 11) The Chief Public Relations Officer, O.U.,
- 12) The Spl. Officer, Infrastructure, OU
- 13) The Dean, Students Affairs, O.U.,
- 14) The Secretary to Vice - Chancellor, O.U.,
- 15) The P.A. to Registrar, O.U.,
- 16) The Superintendent, B.A./B.Sc./B.Com.(YWS) sections
- 17) The Superintendent (Stores), Examination Branch, O.U.,



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No.007/UG/ANNUAL/EXAMS/2018

Dt: 16.01.2018

To
The Principal

Sub: B.A./B.Com./B.Sc./B.B.A.(Regular)/B.B.A(C.D.E.) & B.S.W Annual Examinations -
2018, Backlog & Improvement Examination Fee Details - Regarding.

Sir/ Madam,

The details of Examination Fee payable for B.A./B.Com./B.Sc./B.B.A.(Regular)/ B.B.A
(C.D.E.) & B.S.W examinations is as follows :-

1. B.A, B.Com, B.Sc & B.S.W. I, II & III Year

a. upto 2 papers	₹ 600/- + 50/- For Memo	} + ₹ 50/- For English CBT I/II
b. 3 or more papers	₹ 870/- + 50 /-For Memo	
c. Improvement per Paper	₹ 400/- + 50/- For Memo	
d. Migration Fee	₹ 150/-	

(Candidates who took admission
from other Board/University)

e. **Additional Fee per Paper** ₹ 1,000/-

(For Candidates admitted to I Year Degree Course (U.G) in the Academic year 2010-11 & 2011-12)

Note: The above additional fee is not applicable for P.G.R.R.C.D.E Students

2. B.B.A. (Regular) I, II & III Year

a. upto 2 papers	₹ 770/- + 50/- For Memo	} + ₹ 50/- For English CBT I/II
b. 3 or more papers	₹ 1130/- + 50 /-For Memo	
c. Improvement per Paper	₹ 400/- + 50/- For Memo	

3. B.B.A (C.D.E.) I, II & III Year

Up to 2 papers	Rs: 600/- + 50/- for memo
3 or more papers	Rs: 1130/- + 50/- for memo
Improvement per paper	Rs. 400/- + 50/- for memo
Migration Fee	Rs. 150/-

(Candidates who took admission
from other Boards/Universities)

for B.B.A.(UEI - GLOBAL)

I,II & III Year for any number of papers: **Rs: 2900/-**

Kindly, collect the examination Fee from the candidates for Annual Examinations - 2018 as mentioned above and remit the same to the Registrar OU Fee Fund A/c No. 52198262033 as specified in the notification.

**Sd/-
Controller of Examinations**