



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

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

No. 003 /UG/ Annual/Exams/2017

Dated: 18-01-2017

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) & B.A (OUS- I, II & III year (only 11 Batch)/B.Com (OUS- I,II&III year only 11 batch) Annual Examinations(for Backlog & Improvement students only) to be held in March/ April - 2017 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.	31-01-2017	06-02-2017
<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	02-02-2017 02-02-2017	08-02-2017 08-02-2017
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, O.U.	09-02-2017	

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 (SBH, O.U Branch, IFSCCode "SBHY0020071"), SBH,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 2009-10 , 2010-11.**

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 - 2017 all Backlog candidates have to write their Examinations according to the New Syllabus, for the papers where there is change in 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:
- 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.**
 - Not to forward the application forms of the candidates admitted during the academic year 2008 - 2009 and earlier (Not applicable for P.G.R.R.C.D.E. Students).**
 - 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.
 - Instruct the students to enclose the Xerox copies of the memorandum of marks of earlier examinations to verify eligibility.
 - 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.**
- It is required to transfer the fee amount through RTGS / NEFT for credit into Registrar Osmania University Exam Fee Fund A/c No 52198262033(SBH, O.U Branch, IFSCode "SBHY0020071").**
10. Submit all the **Application forms** along with the
- 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).
 - 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 **9th February, 2017**. A penal fee @ Rs.5,000/- per faculty will be collected per day from the college on applications received after **9th February, 2017**.

12. This notification is available on 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.005/UG/ANNUAL/EXAMS/2017

Dt: 18.01.2017

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
- 2017, 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	₹ 550/- + 50/- For Memo	} + ₹ 50/- For English CBT I/II
b. 3 or more papers	₹ 800/- + 50 /-For Memo	
c. Improvement per Paper	₹ 350/- + 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 2008-09 & 2009-10)

Note: The above addition 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	₹ 700/- + 50/- For Memo	} + ₹ 50/- For English CBT I/II
b. 3 or more papers	₹ 1000/- + 50 /-For Memo	
c. Improvement per Paper	₹ 350/- + 50/- For Memo	

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

Up to 2 papers	Rs: 550/- + 50/- for memo
3 or more papers	Rs: 1000/- + 50/- for memo
Improvement per paper	Rs. 350/- + 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: 2700/-**

Kindly, collect the examination Fee from the candidates for Annual Examinations - 2017 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**