



CONTROLLER OF EXAMINATIONS
OSMANIA UNIVERSITY
HYDERABAD – 500 007

No 24 /M.EdSpl.Edn.(MR)/Exams/2014

Date: 08-01-2014

NOTIFICATION

It is hereby notified for the information of all the concerned that the **M.Ed Special Education (Mental Retardation) I Semester Theory Examinations 2013-2014 Batch** of this University will be conducted in the last week of January 2014. The detailed Time – Table and the particulars of Examination centre will be notified in due course.

The schedule for payment of Examination fee and submission of Application forms duly completed in all respects at the Office of the concerned College(s) is shown below:

Last date for payment of Examination fee
and submission of Examination Application forms

**Monday
20-01-2014**

The Examination Application Forms (EAF) 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). Xerox copies of Examination Application Forms & Photographs will not be considered.

Fee Structure:

Examination fee 790 + Processing fee Rs.300 + Memorandum of Marks charges Rs.60/- total fee is Rs.1150/-.

Fee paid once cannot be refunded or adjusted for any future examination.

Note:-

The candidates are advised to enclose xerox copy of **B.Ed (MR) Degree Certificate** duly attested by the Principal concerned. The candidates who qualified B.Ed(MR) from **other than OU** have to submit the **Migration Certificate in Original** and **Migration fee of Rs.125/-** along with their application form **other than Osmania University candidates.**

As a part of the Core Banking System, all the students are hereby instructed to deposit Examination fee into their respective College Principal's account only (students are advised not to obtain the DD in favour of the Controller of Examinations, OU).

The concerned Principal's are requested to deposit (credit) the Consolidated Examination fee amount into **"Registrar, Osmania University Examination fee Fund A/c No:52198262033" in any branch of State Bank of Hyderabad** and obtain a receipt from the bank and submit the same to the Examination Branch, OU along with application forms.

The Principals are requested to verify and forward all the Examination application forms received by them immediately as per the given schedule along with the **namelist, fee particulars & subject-wise data in duplicate** on the next day i.e., **22-01-2014.**

A penal fee of **Rs.1,000/-** per day shall be levied if the colleges fails to submit the application forms within the stipulated date i.e., on or before **22-01-2014**

All the candidates who are appearing the M.Ed (MR) Examinations should write the exams only in the English as per the University Orders.

THE COLLEGES ARE REQUIRED TO ENCLOSE THE CLEARANCE CERTIFICATES ISSUED BY THE STORES SECTION OF THE EXAMINATION BRANCH AS A PROOF FOR THE UNUSED EXAMINATION STATIONERY RETURNED BY THE COLLEGE PERTAINING TO THE EXAMINATIONS CONDUCTED EARLIER.

The Principals of the Colleges are required to submit the application forms in the Office of the Controller of Examinations after obtaining the endorsement from the Director, Academic Audit Cell, OU. Applications will not be accepted without the endorsement of the Director, Academic Audit Cell.

The Principals are requested to verify and forward all the application forms along with the following orders:

1. Latest Affiliation Orders with ceiling approved by the University
2. No Dues Certificate from Academic Branch, OU
3. Clearance Certificate issued by the Director, Academic Audit Cell, OU
4. List of candidates approved by the Director, PG Admissions, OU
5. Affiliation letter issued by Deputy Registrar, Academic, OU.
6. **The Principals are requested to verify the names of the candidates in examination forms and Hall Tickets on par with the Qualifying Certificate, Under Graduate (UG) certificate and enclose Xerox copy duly attested for verification.**

Sd/-
ACOE (P-II)

Sd/-
CONTROLLER OF EXAMINATIONS

Copy for the information and necessary action to:

1. The Principal, NIMH, Sec-bad,
2. The Principal, Sweekar Rehab.Inst. of Handicapped, Sec-bad,
3. The Principal, T.H.P. Inst of Handicapped, Dilsukhnagar,
4. The Dean, Faculty of Education, I.A.S.E, O.U., Hyd,
5. The Head, Department of Education, I.A.S.E, O.U., Hyd,
6. The Chairperson, Board of Studies, SPL Education, I.A.S.E, O.U., Hyd.
7. The Addl. Controller of Examinations (Confidential), Examination Branch, O.U.
8. The P.A to the Vice-Chancellor/Registrar, O.U.
9. The Director, Academic Audit Cell, O.U.
10. The Deputy, Registrar, (Academic), O.U.
11. The P.A. to O.S.D., O.U.
12. The Director, University Press and Publications, O.U.
13. The Public Relations Officer, O.U.
14. The Superintendent, (Stores Section) Examination Branch, O.U.
15. The Addl. C.O.E., E.D.P. Section, Examination Branch, O.U.
16. The Director Special Officer, Infrastructure, Administrative Building, O.U.