

**EXAMINATION BRANCH; OSMANIA UNIVERSITY; HYDERABAD – 500 007**

No.003/MBA/Exams/2017

Date: 03.01.2017

**NOTIFICATION**

The Examination notification for **M.B.A. I-Semester (Regular 2016-2017 Batch only)** Examinations are pertaining to the candidates of University & Affiliated Colleges including O.U. PG Colleges at Districts scheduled to be held in the Month of **February, 2017**, is given below. The detailed Time-Table will be notified separately in due course. .

**SCHEDULE OF EXAMINATION FEE**

- |                       |   |
|-----------------------|---|
| 1. Fee for all Papers | Rs.2110 + 60 = 2170/- (Memorandum of Marks) |
| 2*. Processing fee    | Rs.300/- (once in a course time)            |

The payment of examination fee and submission of examination application forms is as follows :-

| Description  | Last dates        |                           |
|--|-------------------|---------------------------|
|  | Without Late Fee  | With late fee of Rs.300/- |
| <b><u>For Students</u></b><br>Payment of Examination fee and submission of Examination application forms at their respective colleges                        | <b>23.01.2017</b> | <b>25.01.2017</b>         |
| <b><u>For Colleges</u></b><br>1. Remittance of consolidated Examination fee to the Registrar<br><b>Osmania University Exam Fee Fund A/c No. 52198262033.</b> | <b>25.01.2017</b> | <b>28.01.2017</b>         |
| 2. Submission of E.A.F. Online   | <b>30.01.2017</b> | <b>30.01.2017</b>         |
| 3. Submission of Hard copy of EAF  | <b>02.02.2017</b> |                           |

**SPECIAL INSTRUCTIONS TO THE PRINCIPALS :-**

**The college login will be closed on the last date i.e. 02.02.2017 at 5.00 p.m..**

- i) The late fee amount will be levied automatically in case the fee is not Remitted to the O.U. A/c and forms are not submitted as per the above schedule.
- ii) 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**, if they write the examination.
- iii) **FEE PAID ONCE CANNOT BE REFUNDED OR ADJUSTED FOR ANY FUTURE EXAMINATION**

**The Blind, Physically Disabled, Deaf & Dumb students** (who have 40% of minimum Disability) **need not to pay Examination Fee** as per O.U Order No. 1555/228/2007-08/Budget-V, dated: 25-03-2008. **A Xerox Copy of Medical Certificate** must be attached to the EAF.

**ALL THE REGULAR CANDIDATES OF I -SEMESTER SHOULD SUBMIT THEIR EXAMINATION FORMS THROUGH ONLINE ONLY.**

The College will be held responsible for any mistake committed while filling the candidate name, mother name, father name and paper title (Theory & Practical) through **ONLINE**. **IN CASE OF ANY MISTAKE RS.1000/-** will be levied as **FINE** for rectification of each error.

P.T.O.

Fresh candidates appearing for **I-Semester** shall enclose Xerox copies of their qualifying Degree Certificates (i.e. provisional & Convocation certificates) duly attested by the Principal of College concerned. The other University candidates should enclose their **Original Migration Certificate together with a fee of Rs.250/-** in addition to the examination fee.

Further, the Principals are requested to submit **COMPULSORY** the following documents, other wise their forms will not be accepted.

- 1) The detailed fee statement signed by the college Principal.
- 2) The list of admitted I-Semester candidates for the year 2015-2016 signed by the Director, P.G. Admission, O.U.
- 3) No Dues Certificate and Affiliation extension order for the year 2015-2016 with sanctioned strength issued by the Academic Branch, O.U.
- 4) The clearance certificate from the Director, Directorate of Academic Audit, O.U.
- 5) The Clearance certificate from Nodal Officer, Statistical Cell, O.U.

The Principals are requested to remit the Examination fee in any branch of State Bank of Hyderabad in favour of the Registrar, Examination Fee fund, O.U. **A/C No.52198262033** (as per O.U. Letter No.17120/COE/2007, dated : 17.12.2007) and **obtain a receipt from the Bank and submit the same to the Examination Branch along with EAF.**

IN CASE THE COLLEGE IS MAINTAINING ITS ACCOUNT OTHER THAN STATE BANK OF HYDERABAD, IS REQUIRED TO **TRANSFER THE FEE AMOUNT THROUGH RTGS** FOR CREDIT INTO REGISTRAR, EXAMINATION FEE FUND, O.U. **A/C NO 52198262033 (SBH, O.U BRANCH, IFSCODE "SBHY0020071")**.

THIS NOTIFICATION IS AVAILABLE ON O.U. WEBSITE [www.osmania.ac.in](http://www.osmania.ac.in) .

**NOTE** : 1. All the Principals are informed that the student name corrections will not entertained. Kindly verify before sending EAF to Controller of Examinations, O.U.

2. **The Principals are requested to submit the Internal award lists of M.B.A. I-Semester Online only by 02.02.2017 ANY CHANGE OF SPECIALIZATION PAPERS AND MANUAL INTERNAL AWARDS are not entertained by Controller of Examinations, O.U.**
3. **AS PER NOTIFICATION, NOT ELIGIBLE STUDENT'S NUMBERS WILL BE DELETED/REMOVED FROM RESULT PROCESS AT ANY TIME, IF HALL TICKET ISSUED.**
4. **THE PRINCIPALS ARE REQUESTED TO UPLOAD THE UNIVERSITY APPROVED FACULTY MEMBERS LIST AND HARD COPY SHOULD BE SUBMIT ALONG WITH EAF FORMS DULY SIGNED BY COLLEGE PRINCIPAL.**

Sd/-  
A C O E (MBA)

Sd/-  
CONTROLLER OF EXAMINATIONS

**Copy to:-**

1. The Principal \_\_\_\_\_
2. The Head, Dept. of \_\_\_\_\_
3. The Director, University Press, O.U.
4. The Director, Directorate of Academic Audit, O.U.
5. The Addl. Controller of Examinations (Confidential), O.U.
6. The Dy. Registrar (Academic), O.U.
7. The Secretary to the Vice-chancellor, O.U.
8. The P.A. to the Registrar, O.U.
9. The P.A. to the O.S.D., O.U.
10. The Public Relations Officer, O.U.
11. The Addl. Controller of Examinations (EDP Section), Exam. Branch , O.U.
12. The Superintendent (Stores Section), Exam Branch, O.U.