**Tel : Office: 27098951/293,**
**27098072**
**CONTROLLER OF EXAMINATIONS,**
**OSMANIA UNIVERSITY,**
**HYDERABAD - 500 007.**
(Reaccredited by NAAC with A+ Grade)

No. 141/UG/CBCS/ Sem/Exams/2019 Date: 28 .03.2019

**B.A/B.Com./B.Sc./B.B.A./B.S.W. (CBCS)**

**Semester-VI (Regular)&Semester II&IV(Reg&Backlog)**

**Semester I , III and V (Backlog) Examinations - 2019**

**It is hereby notified to all the eligible VI Semester(Regular),II &IV Semester (Regular &Backlog) enrolled during the academic year 2018-2019 and Semester I, III & V(Backlog) candidates of B.A /B.S.W / B.Sc / B.Com(Gen&Computers)/B.Com(Hon),the following is the schedule for the payment of examination fee and submission of the examination application forms (EAF) at their respective colleges.**

| Descriptions | Without late fee | With a late fee of Rs: 500/- |
|---|---|---|
| **For Students**<br>Payment of Examinations fee and submission of Examination application forms at their respective colleges. | **18.04.2019** | **26.04.2019** |
| **For Colleges**<br>1. Submission of E.A.F. Online<br>2. Remittance of consolidated Examination fee to Registrar, Osmania University Exam Fee Fund **A/c No. 52198262033.** | **22.04.2019** | **30.04.2019** |

## SPECIAL INSTRUCTIONS TO THE PRINCIPALS:

- **The online EAF College logins will be closed by 30.04.2019 by 05.00 P.M.**
- The late fee amount will be levied automatically in case the fee is not remitted to the O.U. A/c and if forms are not submitted as per the above schedule.
- **"Principals are requested not to forward/submit the EAF of not eligible candidates to the Exam Branch. The results of not eligible candidates will be cancelled at any stage, if they also write the examination.".**
- **It is informed to the principals of all UG colleges that not to direct students to the Examination Branch, O.U for late fee, otherwise disciplinary action will be initiated.**
- **There is no backlog examination conducted during the odd semester examinations.**

**Contd..2**

**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. The Examination application forms of I & III - Semester eligible students 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.
4. **The Exam fee is exempted for 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.**

    a) 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 adjusted/readjusted under any circumstances.
    b) Instruct the students to enclose the Xerox copies of the memorandum of marks of earlier examinations to verify eligibility, and Equivalency Certificate issued by the Board of TS/AP Intermediate, if the candidates are from other board.
    c) Prepare separate nominal rolls for **Other courses & Honour's** students and send the forms separately, otherwise their forms will not be accepted.
    d) **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.**
    e) Forward only the Examination application forms of the candidates who have **put in required Percentage of attendance.**

5. The University has decided to accept the payment of Examination fee through **Core Banking System** from the Colleges under Osmania University Jurisdiction .

**Under any Circumstances CASH/ Demand drafts will not 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 ( SBI, O.U Branch, IFS Code "SBIN 0020071").**
- **In case of any lapse for the banks for transfer of Exam fee, to The Registrar, Exam Fee fund account within the due date the college principal will be held responsible.**

6. **Application forms without late fee and with a late fee of Rs: 500/-with all the requirements should reach the Examination Branch, OU, on or before 30.04.2019. A penal fee @ Rs.1,000/- per faculty will be collected per day from the college on applications received after 30.04.2019**

7. **Consolidated fee receipt** obtained from the SBI 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).

Contd..3

a. **Fees Abstract** One hard copy of the Fee Abstract Prepared/downloaded using the link provided at College Login.

**b. Nominal Rolls:** One hard copy of nominal rolls (consolidated list of candidates) generated, using the students online information System after due verification by the Principal and Semester-I Nominal Roll signed by the Director, Directorate of Academic Audit, O.U.

**c. Affiliation orders issued to the colleges for the academic year 2018-2019 for the various courses for which examination forms are to be submitted.**

**d. No Dues Certificate issued by the Academic Branch, O.U.**

**e. Approval from the Nodal Officer, Statistical Cell, Administrative building, O.U.**

**f. Fees Receipt issued by the Deputy Registrar, Cheque-II section, Examination Branch, O.U.**

**g. 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. 142 /UG/CBCS /Sem//2019** **Dt: 28.03.2019**

To
The Principal

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**Sub: B.A./ B.Com./B.Sc./ B.B.A& B.S.W CBCS Semester –VI (Regular) , II&IV(Reg&Balg) and I,III&V(Backlog) Examinations – 2019– Reg .**

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**Sir/ Madam,**

The details of Examination Fee payable for B.A./B.Com./B.Sc./B.B.A& B.S.W CBCS Semester VI(Reg), II&IV(Reg&Blg)- I,III & V (Backlog) Semester Examinations – 2019 is as follows :-

**FOR REGULAR CANDIDATES(II,IV&VI Semester):**

**1. B.A. & B.S.W :**

a. All papers ₹ 1045/- + 50/- For Memo

b. Migration Fee ₹ 125/- (Candidates who took admission from other Board/University)

**2.** B.Com & B.Sc:

a. All papers ₹ 1155/- + 50/- For Memo

b .Migration Fee ₹ 125/- (Candidates who took admission from other Board/University)

**3. B.B.A:**

a.All papers ₹ 1320/- + 50/- For Memo

b. Migration Fee ₹ 125/- (Candidates who took admission from other Board/University)

**FOR VI SEMESTER CANDIDATES (as per letter no: 585/36/2018-19/Budget-III dt: 15.02.2019):**

**a. Provisional Certificste:** ₹ 150/-
**b. Consolidated Memo:** ₹ 300/-

**FOR BACKLOG CANDIDATES(I,II,III,IV&V Semester):**

**1. B.A. & B.S.W.**

a. Upto 2 papers ₹ 605/- + 50/- For Memo

b. 3 or more papers ₹ 1045/- + 50/- For Memo

c. Migration Fee ₹ 125/- (Candidates who took admission from other Board/University)

**2.B.Com & B.Sc.**

a. Upto 2 papers ₹ 660/- + 50/- For Memo

b. 3 or more papers ₹ 1155/- + 50/- For Memo

c. Migration Fee ₹ 125/- (Candidates who took admission from other Board/University)

**3. B.B.A.**

a. Upto 2 papers ₹ 770/- + 50/- For Memo

b. 3 or more papers ₹ 1320/- + 50/- For Memo

c. Migration Fee ₹ 125/- (Candidates who took admission from other Board/University)

Kindly, collect the examination fee from the candidates for the above Semesters as mentioned remit the same to the Registrar OU Fee Fund A/c No. 52198262033 as specified in the notification.

**Sd/-**
**Controller of Examinations**