



NOTIFICATION

It is hereby notified for the information of all the concerned that the BE (Regular) all branches First semester (Main) examinations will be conducted from **13-12-2016**. The detailed time table will be issued in due course.

Following is the schedule for payment of examination fee and submission of examination application forms at the Office of the concerned Principals of respective Colleges.

Descriptions	Last Date For First Semester	Fee Particulars
For Students: Payment of examination Fee and submission of Examination application forms at their respective colleges.	07-11-2016	All Subjects Rs. 1460=00
For Colleges: 1. Remittance of Consolidated Examination fee in favour of "The Registrar, Osmania University Exam Fee Fund A/C No. 52198262033" 2. Submission of E.A.F. Online	15-11-2016	

SPECIAL INSTRUCTIONS TO THE PRINCIPALS

- The College login will be closed after the last date.
- 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, if they write the examination.
- The Principals are requested to transfer Consolidated exam fee amount into Registrar, O.U. Exam fee fund A/c No. 52198262033 (SBH, O.U. Branch, IFSC Code "SBHY0020071"), O.U. through NEFT/RTGS only.

First Semester Fresh Admissions:- The examination application forms of First semester students admitted during the academic year 2016-2017 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 i.e. Intermediate or 10 + 2 certificate and duly approved by the Convener, EAMCET – 2016/ Chairman, TSSCHE, Hyderabad/ Directorate of Admissions , O.U.

Conditions:-

1. *The colleges have to get the clearance letter from (a) the Director, Directorate of Academic Audit, O.U., (b) Convener EAMCET O.U., (c) PG Admissions and (d) No Dues from the Deputy Registrar Academic Section O.U. and submit the examination forms through college login. Clearance certificate from Nodal Officer, Statistical Cell, OU.*
2. *As a part of the Core Banking System, all the students are hereby instructed to deposit the Examination Fee into their respective college accounts only for onward transmission to the University by the college.*

Contd..... 2.




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

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3. The Principal of Engineering Colleges are requested to collect the examination expenses from each of the first semester students @ Rs.300/- per head and remit the consolidated amount to the Controller of Examinations, OU together with examination fee and application form in terms of OU Circular No. 3872/D/37/93/Acad., dt.15-12-1993.
4. All the Principals are requested to verify the eligibility of the students thoroughly and forward the same to this office for the issue of Hall Ticket. If failed to verify the eligibility of the candidates, the principal will be held responsible for the issue of hall ticket to the non-eligible candidates.
5. The students who have passed 10+2 from other than Board of Intermediate, T.S. have to pay Rs. 125=00 in addition to examination fee towards Migration fee. The students should submit Migration certificate in original along with the examination form and fee at their respective college principals on or before **15/11/2016** for onward transmission to the Controller of Examinations for issue of hall tickets.
6. **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% attached to the application forms. Blind, Physically Disabled, Deaf & Dumb students applications forms should be submitted separately along with separate Nominal Roll.**
7. **ALL THE PRINCIPALS ARE REQUIRED TO TRANSFER THE FEE AMOUNT THROUGH RTGS/NEFT ONLY FOR CREDIT INTO REGISTRAR OSMANIA UNIVERSITY EXAM FEE FUND A/C NO. 52198262033 (SBH, O.U. BRANCH, IFSCCODE "SBHY0020071").**
8. Any discrepancies with regards to the Candidate's data such as Internal marks, Practical etc. should be brought to the notice of concerned officials of Examination Branch and obtain the acknowledgement within one month of declaration of results. After one month, queries will not be entertained.

Examination application forms will not be accepted without fulfilling the above Conditions.


CONTROLLER OF EXAMINATIONS

Copy to:

1. The Principal, /DCET/MJCET/MVSR/Islamia/Stanley/Methodist/Swathi/Matrusri Engineering Colleges with a request to forward all the examination application forms by 15-11-2016 to this Office along with a nominal rolls, subject-wise strength with a copy to the Addl. Controller of Examinations (C), without which the forms will not be accepted. Late submission of forms by the College beyond the date prescribed attracts penalty @ Rs.1000/- per day (to be borne by the college).
2. The Dean, Faculty of Engineering, OU
3. The Dean, Faculty of Informatics, OU
4. The Addl. Controller of Examinations (Confidential), OU
5. The Director, Directorate of Academic Audit, OU
6. The Director, Univ. Press & Publication, OU
7. The PA to the Vice Chancellor/Registrar, OU/Officer on Special Duty to VC, OU
8. The Dy. Registrar (Academic), OU
9. The Public Relations Officer, OU
10. The Supdt., Stores Section, Examination Branch, OU
11. The Head/Chairman, BOS in Civil/Electrical/ECE/Mechanical/CSE/IT, OU
12. The Addl. C.O.E., EDP Section, Examination Branch, OU
13. The Enquiry Counter, Examination Branch, OU