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CONTROLLER OF EXAMINATIONS
OSMANIA UNIVERSITY
HYDERABAD – 500 007

(Accredited with Grade A+ by NAAC)

No: 52/Law/Exams/2018

Date: 16-12-2017

NOTIFICATION

It is hereby notified for the information of all concerned that the **Post Graduate Diplomas in Intellectual Property Rights, Cyber Laws, and Taxation & Insurance Laws, I-Semester Regular Examinations** under Faculty of Law Pertaining to the Candidates of University College of Law & P.G College of Law, scheduled to be held in the month of **January, 2018**. The detailed Time-Table will be notified in due course

Descriptions	Last dates	
	Without late fee	With late fee of Rs. 100/-
<u>To Students</u> Payment of Examinations fee and submission of Examination application forms at their respective colleges.	30-12-2017	06-01-2018
<u>To Colleges</u> Remittance of Examination fee to Registrar, Osmania University Exam Fee Fund A/c No. 52198262033. Preparation & Submission of E.A.F. Online Submission of printed EAF from along with NR & Fee Abstract ect to the Exam Branch, O.U.	03-01-2018	08-01-2018

SPECIAL INSTRUCTIONS TO THE PRINCIPALS

- The college login will be closed after the last date.
- The late fee amount 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

Fee Structure:

P.G. Diplomas in Intellectual Property Rights, Cyber Laws, and Taxation & Insurance Laws, I-Semester is **Rs.1915/- + Rs.60/- (Memo Charges) + Processing Fee is Rs. 300/- total fee is Rs.2275/-** Migration fee of **Rs. 125/-** for the students other than Osmania University, the total fee is **Rs.2400/-**.

GENERAL CONDITIONS TO THE STUDENTS:-

Candidates are advised to mention their Address and Father's & mother's Name, as per Qualifying examinations certificate in the **Online** Examination application forms without fail. After wards no correction will be considered.

P.T.O

GENERAL CONDITIONS TO THE PRINCIPALS:-

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.

Fresh candidates appearing for I-Semester shall enclose Xerox copies of their Degree Certificates and marks memo of the qualifying examinations duly attested by the Principal of College concerned. The Name of the Candidate as per the Degree Certificate only, **Name corrections will not be entertained.** Candidates from **other Universities should enclose their Original Migration Certificate together with a fee of Rs.125/- in addition to the Examination fee.**

The University has decided to accept the payment of Examination fee through Core Banking system from the colleges under Osmania University Jurisdiction as communicated vide. Lr. No.171207/COE/2007, dated 17.12.2007. The Core Banking system has come into **effect from 01.04.2008** onwards.

The Colleges those maintaining their account with the branches of State Bank of Hyderabad can remit the fees through the same branch for credit of Registrar, Osmania University Examination Fee Fund **A/c No. 52198262033** maintained with **Osmania University Branch of State Bank of Hyderabad.**

In case the College is maintaining its account with any Bank other than State Bank of Hyderabad they are required to deposit money/cheque in favour of the Registrar University examination fee fund **A/C No.52198262033** in any Branch of State Bank of Hyderabad for credit.

Further after remitting the Examination fee into Registrar, Examination Fee Fund Account through Core Banking system the College can obtain a receipt from the Bank and submit the same to the Examination Branch along with Examination Forms.

Note:-

Candidates should put the requisite percentage of attendance for registration to the said examination as per the University Rules and Regulations.

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(SBH, O.U Branch, IFSCCode "SBHY0020071").

The Principal of the concerned college is required to furnish the **subject wise data, Fee particulars and Nominal Rolls** in duplicate in the prescribed Performa and submit the examination forms in the office of the Controller of Examinations, as per the scheduled stated above.

Sd/-	Sd/-	Sd/-
Addl.C.O.E.	Addl.C.O.E.	C.O.E.
P-II	(Confidential)	

Copy for information and necessary action to:

- 1 The Principal, _____.
- 2 The Addl. Controller of Examinations (Confidential), Examination Branch, O.U.
- 3 The Superintendent, (Stores Section) Examination Branch, O.U.
- 4 The Addl. C.O.E., E.D.P. Section, Examination Branch,
- 5 The Director, Directorate of Academic Audit, O.U.,

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