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Controller of Examinations



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CONTROLLER OF EXAMINATIONS
TELANGANA UNIVERSITY
DICHPALLY, NIZAMABAD-503 322, T.S.

A State University Established under Act No. 28 of 2006
A.P. Recognised by UGC under 2(f) and 12(B) of UGC Act 1956

Lr. No. 802 /TU/EB/UG/EXM/2017

Date: 26-10-2017

NOTIFICATION

It is hereby notified that all the eligible Regular candidates of B.A./B.Com (all streams)/B.Sc./BBA/BA-(L) course(s) of I Semester & III Semester (Regular) Examinations to be conducted in the month of November 2017. The following is the schedule for the payment of examination fee and submission of examination application forms at their respective colleges.

Last date for payment of Examination fee **without fine** : **06-11-2017**
Last date for payment of Examination fee **with a fine of Rs. 100/-** : **10-11-2017**

The Examination fee particulars are as follows:

1. B.A./B.A-(L)- I & III Semester:

1. Examination fee: Rs. 600/-+Rs. 50/- (for Memo)
2. Processing fee: Rs. 200/-
3. Migration fee: Rs. 125/-

(Migration fee is for candidates who took admission from other board/university)

2. B.Com. (all streams)- I & III Semester:

1. Examination fee: Rs. 700/-+Rs. 50/- (for Memo)
2. Processing fee: Rs. 200/-
3. Migration fee: Rs. 125/-

(Migration fee is for candidates who took admission from other board/university)

3. B.Sc./BBA- I & III Semester:

1. Examination fee: Rs. 800/-+Rs. 50/- (for Memo)
2. Processing fee: Rs. 200/-
3. Migration fee: Rs. 125/-

(Migration fee is for candidates who took admission from other board/university)

4. EXAMINATION PROCESSING FEE:

All B.A./B.Com/B.Sc./BBA/BA-(L) course(s) of candidates who are appearing for the University Examinations for the first time should pay the processing Fee of Rs. 200/- (one time basis) in addition to the examination fee.

NOTE:

1. The exact date of commencement of the Examinations and detailed time table will be notified late.
2. The Examination application forms of UG I & III Semester eligible students of the academic year 2017-2018 (whose data is available online) 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 (user Manual is enclosed).
3. The Examination fee once paid by the candidate/college will not be refunded or adjusted.

4. **The Principals of the Under-Graduate colleges are requested to:**

- a) Inform their regular students that the examination fee & application forms will not be accepted after the date prescribed.
- b) Instruct the students to enclose the photo copies (Xerox copies) of the memorandum of marks Qualifying examination duly attested by the Principal concerned to verify the eligibility.
- c) Prepare separate nominal rolls for Vocational students and send the forms separately, otherwise their forms will not be accepted.
- d) Note that the HT. No. allotted to a candidate at the time of admissions shall not be changed or allotted to another candidate. Even if the first candidate has cancelled his/her admission.
- e) Allot new Hall Ticket number (which is not allotted to any candidate) to the candidates transferred from the other Universities and Autonomous colleges of concerned batch and to enclose the TU Admission/Permission orders on transfer, memorandum of marks, migration certificate of the parent University and also furnish relevant information in enclosed proforma without fail.
- f) Forward only the Examination application forms of the candidates who have put in required Percentage of attendance.
- g) **Not to collect the exam fee from Blind, Physically challenged Deaf & Dumb students. 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 challenged, Deaf & Dumb students application forms should be submitted separately along with separate Nominal Roll.**

5. **IMPORTANT NOTE:**

- a) **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 favor of the Registrar/Controller of Examinations, Telangana University, Dichpally, Nizamabad.**
- b) the College Principal are requested to deposit (credit) the consolidated Examination fee amount into the **Registrar, Examinations (Account No. 31079102875) SBI, Telangana University Branch** or in any Branch of State Bank of India and obtain a receipt from the bank and submit the same to the Examination Branch, T.U. along with application forms.
- c) Collect the Examination fee as per the enclosed schedule from the candidates at the college and remit consolidated amount of B.A./B.Com (all streams)/B.Sc./BBA/BA-(L) to the Registrar Exam Fee Fund account on the dates given below and obtain the receipts from the bank.

i) Consolidated receipt **without late fee on** : **10-11-2017**

ii) Consolidated receipt **with late fee on** : **13-11-2017**

6. **Nominal Rolls:**

a) **Students admitted during the Academic year 2017-2018.**

One hard copy of nominal rolls (consolidated list of candidates) generated using the Students online information system after due verification by the Principal and I Semester Nominal Rolls signed by the Director, Directorate of Academic Audit, T.U.

- b) Subject-wise data and elective paper data** of registered candidates in the prescribed proforma, which must match with that of the applications submitted.
- c) **Affiliation orders** issued to the colleges for the Academic year 2017-2018 for the various courses for which Examination forms are submitted.
- d) **No Dues Certificate** from the Director, Directorate of Academic Audit, T.U.
- e) **Fees Abstract** to be submitted to the Examination Branch, T.U.
- f) Application forms with all the above requirements should reach the Examination Branch, T.U, on or before **16-11-2017**. A penal fee @ Rs. 500/- per faculty will be collected per day from the college on applications received after **16-11-2017**.
- g) Principals of the Undergraduate colleges are requested to submit the application forms at the earliest possible date without waiting for the cutoff date and furnish the details in the given proforma.

Sd/-
CONTROLLER OF EXAMINATIONS

Copy to:-

1. The Principals of concerned UG Colleges.
2. The P.S to Vice-Chancellor, TU
3. The P.A to Registrar, TU
4. The Director, Academic Audit Cell, TU
5. The Addl. Controller of Examination, TU
6. The Asst. Controller of Examinations (Confidential), TU
7. The Asst. Controller of Examinations, TU
8. All the sections of Examination Branch, TU
9. The Public Relations Officer, TU
10. The Website section, TU