



INSTRUCTIONS

Please read the following instructions carefully before filling the examination application form
Instructions for payment of Examination Fee and Submission of Examination application form for
M.A., / M.Sc., / M.Com., (Previous / Final) Annual Examinations, 2015

Last date without late fee : 20th February, 2015
Last date with late fee of Rs.100/- : 27th February, 2015

1. A demand draft from any Nationalised Bank [for requisite Examination fee as given below] in favour of the Director, PGRRCDE – OU, payable at Hyderabad and other certificates [mentioned below] should be enclosed along with the Examination Form.

Course	Year	Amount for Papers		
		Fresh Batches	Three or More	One or Two
M.A., M.Com., M.Sc.,	Previous	Rs. 1070/- (Fresh Batches)	Rs.870/- (Backlog)	Rs.615/- (Backlog)
	Final	Rs.930/- (Fresh Batches)	Rs.870/- (Backlog)	Rs.615/- (Backlog)

ENCLOSURES:

2. a) Photostat copy of Memo of Marks of Previous examination and copy of identity card.
b) Candidates of First Year should enclose a Photostat copy of Provisional Certificate / Degree Certificate of B.A. / B.Com / B.Sc. or its equivalent.
3. Examination fee once paid will not be refunded.
4. **THE CANDIDATES ARE ADVISED TO SUBMIT THE FILLED IN APPLICATION WELL BEFORE THE LAST DATE TO AVOID LAST MINUTE RUSH.**
5. Candidates can pay the Examination Fee through any Nationalised Bank.
6. a) Please write your roll number 94 / / , Name, Course, Subject and address at the back of all the Demand Drafts without fail
b) The candidate shall write his / her name and also father's name as per the degree certificate only.
7. Separate application form along with requisite fee should be submitted for each year of examination.
8. The examination form should be submitted to the Director, PGRR Centre for Distance Education, Osmania University, Hyderabad-500 007, [Telangana] by post or in person.
9. a. Please verify whether your hall ticket number is correctly entered. It should be the same as indicated on your Identity card. There should not be any change or modification in that number. Please make sure of the same. If there is any mistake in your hall ticket number you would be held solely responsible for any consequential wrongs that would arise automatically.
b. If you have not submitted any certificate, please do submit the same at least now. Otherwise your hall ticket will not be issued.
10. Without clearing the dues, if any, the Hall Ticket will not be issued.
11. There are no Supplementary examinations for Post Graduate Courses.
12. Candidates appearing for P.G. Examinations should register for PREVIOUS examination first. They cannot appear for both Previous and Final year examinations simultaneously unless they register for PREVIOUS in the preceding year.
13. Such of the candidates who have completed four year period from the year of registration and desire to appear for aggregate improvement after passing (Previous & Final) and also who have not yet completed P.G. Course i.e., having backlog papers either in Previous or Final year are also eligible to register their forms for 2015 examination provided they pay Re-registration fee of **Rs.500/-** for exam along with the prescribed exam fee. Copy of Re-registration fee receipt must be enclosed with the exam form.
14. (a) The candidates who have completed **FOUR YEARS** period from the year of registration and have re-registered to M.A., M.Com., M.Sc. Previous examinations, but not registered for Final year examinations, have to pay re-registration fee of **Rs.1000/-** for permission to appear for their Final year exams in addition to the normal exam fees.
(b) Candidates who have completed **FOUR YEARS** period from the year of registration and paid term fees for previous but not registered for examinations will also be permitted to register for Previous examinations, by paying **Rs.1000/-** towards re-registration fee for permission to appear for the previous examinations in Annual 2015 and they are eligible to write the final year examinations in the next academic year i.e., from Annual 2016 Examinations by paying every year **Rs.500/-** towards re-registration fee in addition to the normal examination fee.
15. Candidates who were involved in malpractice during 2014 examination and to whom a chance to appear before the Malpractice Committee was given to explain their case in person or submit written explanation, if any are hereby informed that the Committee's decision was sent to such candidates. If any candidate submits the examination form in violation of the Committee's decision and appear for the examination, his / her result will be either withheld or cancelled and the Prof.G.Ram Reddy Centre for Distance Education, Osmania University, is not responsible.
16. The P.G. exams are likely to be held in **June / July, 2015**. Notification to this effect will also be issued in the Newspapers.
17. **Printed Hall Ticket & Time table will not be sent by Controller of Examinations, OU., OR PGRRCDE, OU. Candidate has to down load Hall Ticket & Time Table from www.oucde.ac.in. compulsorily.**

Note :

- Candidates who obtained their degree from other universities should add a Migration Fee of **Rs.125/-** to P.G. Previous (First Time) examination fee, along with original Migration Certificate.
- Migration Certificate in Original along with the Examination Application form, in case the candidate has passed the qualifying examination from University in India, other than Osmania University (Not Returnable). A candidate who do not submit Migration Certificate will be charged a fee of **Rs.425/-** in lieu of Migration Certificate. (This is applicable to the candidates who are from the Universities which are not issuing Migration Certificate)

18. The Hall Ticket can be Downloaded “10” days before the commencement of (M.A., M.Com., M.Sc.) Examinations Previous OR Final year.
19. The Candidates should answer all papers only in One Medium (**English / Telugu**) failing which scripts will not be valued.
20. The University reserves the right to cancel the admission / result of the candidates at any stage when it is detected that his / her admission / result of the examination of Prof. G. Ram Reddy Centre for Distance Education, OU, is against the rules.
21. Enquiries in regard to Examination Results (PG results are likely to be declared in November, 2015 and available at www.osmania.ac.in) / Issue of Marks Sheets / Certificates etc., shall be addressed to the Controller of Exams, Osmania University, Hyderabad only. (Phone Nos: 040 – 27090019 & 27682374, (Extn: PG. CDE Section)
22. Application form obtained / sent through institutes other than PGRRCDE, OU, will not be accepted.
23. Those who are posting the Exam application forms, they are requested to send the application forms prior to the last date of the submission of application forms, other wise, forms will be strictly rejected. If by any chance, postal strike, or postal delay, we are not held responsible for the delay in submission of application.

Examination Centres (District)		Places	
i.	HYDERABAD	Hyderabad and Secunderabad	
ii.	MAHABUBNAGAR	Mahabubnagar	TOWN ONLY
iii.	NALGONDA	Nalgonda	TOWN ONLY
iv.	NALGONDA	Suryapet	TOWN ONLY
v.	MEDAK	Medak	TOWN ONLY
vi.	MEDAK	Sangareddy	TOWN ONLY
vii.	MEDAK	Siddipet	TOWN ONLY
viii.	NIZAMABAD	Nizamabad	TOWN ONLY
ix.	NIZAMABAD	Kamareddy	TOWN ONLY
x.	RANGA REDDY	Vikarabad	TOWN ONLY
xi.	RANGA REDDY	Tandur	TOWN ONLY

- Note: A) If a candidate fails to write the name of the place for the examination centre the student concerned will be automatically allotted to a centre (College) in Twin Cities by the Examination Branch, OU.
B) The Examination Centre, once allotted, will not be changed under any circumstances.

GENERAL INFORMATION

1. Communication Facilities: Phones Nos. 040 – 27091605, 27682275, 27098350
2. E-mail: info_cde@osmania.ac.in and pgrrcde.user@gmail.com
3. Internet (url): <http://www.oucde.ac.in/pg>

IMPROVEMENT RULES

I PAPER-WISE IMPROVEMENT

WHOSE ROLL NUMBER BEGINS WITH **(94-14-0000)** ARE ALONE ELIGIBLE TO WRITE PAPER-WISE IMPROVEMENT FOR P.G. PREVIOUS YEAR EXAMINATIONS ONLY.

WHOSE ROLL NUMBER BEGINS WITH **(94-13-0000)**, ARE ALONE ELIGIBLE TO WRITE PAPER-WISE IMPROVEMENT FOR P.G. FINAL YEAR EXAMINATIONS ONLY.

Paper-wise improvement is permissible either in the individual paper or in the whole of an examination, only when he / she has passed in the first attempt, conducted by the University for that batch of Regular students admitted to the course along with him / her.

- a) Candidates are permitted to appear for paper-wise improvement only once for previous and once for final year examination under Year-wise scheme of examinations.
- b) Candidates who wish to improve his / her performance, whether in the Previous or Final Year examinations is required to do so by appearing in the next immediate regular examination, along with the next batch of regular students, conducted by the university. Even if a student has passed in one or two or three papers in the previous or final years in their first attempt, can appear for paper-wise improvement along with backlogs (i.e. along with failed papers) in the next immediate examination. Paper-wise improvement is not permissible on completion of any backlog papers.

NOTE: Backlog means those who have registered for the examination but absent in one or more papers or fails in any paper or not registered for the examinations along with his / her batch of students.

- c) Candidates appearing for paper-wise improvement are permitted to retain the better of the two performances in individual papers for award of division.

II AGGREGATE IMPROVEMENT

When the candidates exhausted the chances of paper-wise improvement of previous / final years. The candidates shall be permitted to appear for aggregate improvement as per the following conditions:

- a. The aggregate improvement is permissible only he / she appears for the whole examination (including practicals whether they are) and not in individual papers. The candidates can appear either for previous or final or for both under year-wise scheme of examination. The candidates have to appear for improvement examinations as per the scheme and syllabus in vogue at the time of taking the examination. In case there is any change in the scheme of examination and title of papers such as shifting of subjects either from First and Second year or if number of papers increases or decreases in the year-wise pattern and for all the semester in case of semester wise pattern.
 - b. When the candidates appears for the whole examination either in previous or final year or both for aggregate improvement he / she shall have the OPTION to retain the better of the aggregate marks of the two examinations taken as a whole (either Year-wise or Semester) and not the better performance in the individual paper(s).
 - c. Further the candidates is allowed to appear for aggregate improvement either in previous or final or for both, but not exceeding (2) chances in each previous or final years, within a period of (4) years after passing the previous and final year examinations.
- III. Candidates who appear for improvement of performances under the above two categories are not eligible for the award of Distinction / Prizes / Medals / Merit Certificates , etc.

For all legal matters the jurisdiction is restricted to Hyderabad city only

DIRECTOR