



**PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION
Osmania University, Hyderabad - 500 007**

**INSTRUCTIONS REGARDING SUBMISSION OF EXAMINATION
FORMS AND PAYMENT OF EXAMINATION FEE FOR
BA / B.COM / BBA ANNUAL EXAMS, MARCH / APRIL 2017**

- (A) Last date without late fee : 20-01-2017
(B) Last Date with late fee of Rs.200/- : 30-01-2017
(C) Last Date with late fee of Rs.400/- : 10-02-2017

ENCLOSURES

1. A Demand draft for the requisite examination fee as given below in favour of The Director, Prof. G. Ram Reddy Centre for Distance Education, Osmania University, payable at Hyderabad – 7.

YEAR	B.A.	B.Com.	B.B.A.
I Year	1340-00	1420-00	1580-00
II Year	1140-00	1220-00	1380-00
III Year	1325-00	1405-00	1565-00

Separate application forms should be submitted for each year of Exam with separate DD.

**THE CANDIDATES ARE ADVISED TO SUBMIT THE FILLED IN APPLICATION
WELL BEFORE THE LAST DATE TO AVOID LAST MINUTE RUSH.**

Please write your enrolment number (94/ /) & Course at the back of all the bank drafts on the examination forms and on self addressed envelope (Top left corner)

2. Do not affix postal stamps on the self addressed envelopes which are enclosed to exam form.
3. Candidates can pay the Examination Fee through any Nationalised Bank Payable at Hyderabad only.
4. B.A. / B.Com. II year viva-voce candidates who are appearing French/ German / Russian (Second Language) have to pay Rs.50/- in addition to exam fee.
- i) The U.G. Exams are likely to be held in **March / April 2017**. The exact dates will be communicated to all the candidates well in advance before the commencement of Examination Date.
- ii) Enclose Photostat copy of memo of Marks of Previous Exam.
- iii) Enclose Photostat copy of Identity card.

5. The Examination Fee once paid will not be refunded or adjusted.

Note : If any tuition fee is due, please remit it immediately before submitting the exam form, otherwise Hall ticket will not be issued.

6. **EXAMINATION CENTRES : TWIN CITIES (HYDERABAD & SECUNDERABAD)**
(BA / B.COM. ONLY) Nalgonda, Nizamabad, Medak, Mahabubnagar, Sangareddy, Suryapet, Vikarabad, Kamareddy, Siddipet, & Tandur
- EXAMINATION CENTRES : BBA ONLY (HYDERABAD & SECUNDERABAD)**

Printed Hall Ticket & Time Table will not be sent by the Controller of Examinations, OU., OR PGRRCDE, OU. Candidate has to download Hall Ticket & Time Table from www.oucde.net (www.osmania.ac.in) compulsory.

Note: 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.

7. If the candidate belongs to any other Board / University he/she should submit the Migration Certificate in original, with the specified fee of **Rs.125/-** through Demand draft in favour of the Director, Prof. G. Ram Reddy Centre for Distance Education, Osmania University, Hyderabad. (In lieu of the Migration Certificate, candidate has to pay **Rs.425/-**)
8. All matters relating to Exams / Results / Marks / Certificates shall be dealt with by **The Controller of the Examinations, Osmania University, Hyd-7. (Ph.Nos.040-27682374 (BA Ext.202 & B.Com. / BBA Ext.204)**
9. Students residing in the twin cities are advised to submit the examination application form personally in the office well in time so that errors, if any, may be corrected and avoidable delays eliminated.

(For the candidates appeared for Oct./Nov., 2016 examinations, the last date for the payment of examination fees and submission of the application forms will be informed later, after the announcement of the results, so that they may pay fees for only subjects in which they failed)

The University reserves the right to cancel the admission / results of the candidates at any stage when it is detected that his / her admission / results of the examination of Prof. G. Ram Reddy Centre for Distance Education, OU, is against the rules.

IMPORTANT NOTE

10. **The transferred students** of Affiliated colleges of O.U. or other Universities seeking admission into BA./B.Com./BBA II & III year should compulsorily have to pass (1) Indian Heritage and Culture & Foundation Course in Human Values and Professional Ethics in BA./B.Com./BBA Ist year. (2) Environmental Studies in BA./B.Com./BBA. IIInd year (3) Science & Civilization in BA./B.Com./BBA IIIrd year other necessary subjects according to the CDE syllabus and have to register for the above subjects with separate examination fee and form failing which their degree will not be issued.

GENERAL INFORMATION

1. Communication Facilities: Phones Nos. 040-27091605, 27098350, 27097177
2. E-mail: ugcde@osmania.ac.in and info_cde@osmania.ac.in
3. Internet (url): <http://www.oucde.ac.in/ug>
4. Examination Results internet : www.osmania.ac.in

For all legal matters, the jurisdiction is restricted to Hyderabad City only.

DIRECTOR