



**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 B.A. (Languages)
I, II, III Years Annual Examinations, 2015**

- A. Last date without late fee : 20-01-2015
B. Last date with late fee of Rs.100/- : 27-01-2015

ENCLOSURES

1. A demand draft for requisite examination fee drawn in favour of the **Director, Prof. G. Ram Reddy Centre for Distance Education. Exams, OU, payable at Hyderabad.**

Course	Year	Amount for Papers		
		Fresh Batches	Three or More	One or Two
B.A.(Lang.)	First year	Rs.1090/- (Fresh Batches)	Rs.890/- (Backlog)	Rs.725 /- (Backlog)
	Second year	Rs.890 /- (Fresh Batches)	Rs.890/- (Backlog)	Rs.725/- (Backlog)
	Third year	Rs. 950/- (Fresh Batches)	Rs.890/- (Backlog)	Rs.725/- (Backlog)

Separate application forms should be submitted for each year of examination with separate D.D.

Please write your enrolment number (94/ /), Name & 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 ENVELOPS WHICH ARE ENCLOSED TO EXAM FORM.**
3. Photostat Copy of Memo of Marks of Previous Exam / Last Qualifying exam and Xerox copy of Identity Card should be enclosed.
4. Examination fee once paid will not be refunded.
5. Candidates can pay the Examination Fee through any Nationalised Bank only and payable at Hyderabad.
6. The B.A. (Lang) Exams are likely to be held in **April / May, 2015**. The exact dates will be communicated to all the candidates in the form of time table along with Hall Ticket.

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

7. Candidates from other Board/Universities should enclose their Orgianl Migration Certificate together with a fee of **Rs.125/-** in addition to the Examination Fee.
8. Candidates who are not able to submit Migration Certificate should pay **Rs.300/-** through DD in addition to the exam fee in lieu of Migration Certificate. (This is applicable to the candidates who are from the Board/ Universities which are not issuing Migration Certificate.
9. **Examination Centres:** Twin cities of **Hyderabad** and **Secunderabad** only.
10. All matters relating to Exam / Results / Marks / Certificates shall be dealt with by the Controller of Examinations, O.U., Hyderabad – 07 (Phone No. **040 – 27682374 Extn. Oriental section**)
11. 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.
12. The results of ineligible candidates will be withheld or cancelled and the Prof. G. Ram Reddy Centre for Distance Education is not responsible, if any individual submitted the examination application form ignoring the rules of exams / rules of improvement.
13. The with-held cases of other Board / Universities or other colleges if any, may be cleared by submitting their relevant documents before the submission of the examination forms.
14. The examination form duly filled in should be submitted at the **Prof. G. Ram Reddy Centre for Distance Education, Osmania University, Hyderabad – 500 007** office only through post or in person.

GENERAL INFORMATION

1. **Communication Facilities:** Phones Nos. **040 – 27091605, 27682275, 27098350 & 27097548** Fax No: **040 - 27097687**
2. **E-mail:** ugcde@osmania.ac.in and info_cde@osmania.ac.in
3. **Internet (url):** <http://www.oucde.ac.in/ug>

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

DIRECTOR