



## PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

(Recognised by the Distance Education Bureau, UGC, New Delhi.)

**Osmania University, Hyderabad-500 007, Telangana State, INDIA**

(A University with Potential for Excellence and re-accredited by NAAC with 'A' grade)

### INSTRUCTIONS FOR ON-LINE PAYMENT OF EXAMINATION FEE AND SUBMISSION OF EXAM FORMS FOR B.A. / B.COM. & B.B.A. I / II / III YEAR SUPPLY. EXAMS (OCT./ NOV), 2017

Last date without late fee : Upto 16- 09- 2017

Last Date with late fee of Rs.200/- : Upto 25- 09- 2017

Last Date with late fee of Rs.500/- : Upto 03- 10- 2017

*Candidates should clear all the dues before submitting the examination application form*

#### ENCLOSURES WITH THE EXAMINATION FORM

On-Line payment for the requisite examination fee as given below:

| Course                   | Year        | Amount for Papers |            |
|--------------------------|-------------|-------------------|------------|
|                          |             | Three or More     | One or Two |
| B.A. / B.Com.            | First year  | Rs.1150/-         | Rs.900/-   |
|                          | Second year |                   |            |
|                          | Third year  |                   |            |
| B.B.A.                   | First year  | Rs.1350/-         | Rs.900/-   |
|                          | Second year |                   |            |
|                          | Third year  |                   |            |
| B.B.A.<br>(UEI – Global) | First year  | Rs.3000/-         | Rs.3000/-  |
|                          | Second year | Rs.3000/-         | Rs.3000/-  |
|                          | Third year  | Rs.3000/-         | Rs.3000/-  |

#### INSTRUCTIONS

1. The Online payments options available are :-

- Debit Card
- Credit Card
- Net Banking

For further details visit our website [www.oucde.net](http://www.oucde.net)

2. Examination fee once paid will not be refunded

*Fresh I year candidates who are appearing for examination should pay "Examination Processing Fee" of Rs.200/- in addition to the examination fee (Only one Time).*

*Candidates appearing for III year First time should pay "Consolidated Marks Memo & Provisional Certificate fee" of Rs.150/- in addition to the examination fee (Only one Time).*

*The Results of with-held cases of Transfer Candidates from other Universities or other Colleges if any, may be cleared by submitting their relevant documents before the submission of the examination forms.*

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 On-Line payment

*Separate application forms should be submitted for each year of examination.*

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

3. Photostat Copy of Memo of Marks of Previous Examination.
4. Examination fee once paid will not be refunded.
5. Candidate who have applied for revaluation / recounting also have to pay the examination fee as per the above schedule without waiting for the results of revaluation / recounting as the case may be.

**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.net](http://www.oucde.net) at least 3 or 4 days before the commencement of Exam date.**

6. **Examination Centre :** \_\_\_\_\_ **Examination Places :** \_\_\_\_\_

| Examination Centres (District) |            | Places                     |           | <b>B.B.A., &amp; BBA UEI Global<br/>Examination Centre<br/>Hyderabad &amp;<br/>Secunderabad only</b> |
|--------------------------------|------------|----------------------------|-----------|--|
| i.                             | HYDERABAD  | Hyderabad and Secunderabad |           |  |
| ii.                            | MEDAK      | Medak                      | TOWN ONLY |  |
| iii.                           | SANGAREDDY | Sangareddy                 | TOWN ONLY |  |
| iv.                            | SIDDIPET   | Siddipet                   | TOWN ONLY |  |
| v.                             | VIKARABAD  | Vikarabad                  | TOWN ONLY |  |
| vi.                            | VIKARABAD  | Tandur                     | TOWN ONLY |  |

**Note: Nalgonda, Suryapet, Nizamabad, Kamareddy and Mahabubnagar candidates have to write their Exams at Hyderabad only.**

7. All matters relating to Exams / Results / Marks / Re-valuation / Re-counting / Certificates shall be dealt with by the Controller of the Examinations, OU. (Phone No.040-27682374 (BA Ext.202 & B.Com. Ext.204) web site www.osmania.ac.in ; The fee for obtaining Memo of marks, Certificates and Revaluation OR Re-counting should be paid through DD in favour of the Registrar, Osmania University, Exam Fee Fund A/c No.52198262033 payable at Hyderabad only.
9. **The transferred students** of Affiliated colleges of O.U. or other Universities seeking admission into BA., and B.Com. II & III year should compulsorily have to pass (1) a. Indian Heritage & Culture (b) Foundation Course in Human Values & Professional Ethics in 1st year BA, and B.Com., BBA(2) Environmental Studies in 2nd year BA, and B.Com. , BBA(3) Science & Civilization in 3rd year BA, and B.Com., BBA and have to register for the above subjects with separate examination fee and form failing which their degree will not be issued.
10. This notification is meant for the failed candidates of Annual, 2017 and in earlier examinations.

**IMPORTANT**

**NOTE:**

- i) Whenever there is a change in syllabus, the old batch of students have to appear according to the new syllabus. Whenever they appear, they have to ascertain the papers they have to appear and fill in the form. The Centre will not be responsible if they fail to adhere to the rules and regulations in force.
- ii) Candidates who appeared for B.Com. I, II & III year exams with old syllabus upto Annual 2005 for B.Com I year, Annual 2006 B.Com II year and Annual 2007 B.Com III year will have to appear the new syllabus subject from **Suppl.2005, Supp. 2006 and Supp. 2007** exams in the following new subjects. (**whose Hall Ticket No. begins with 094-04-000 and earlier batches should appear as per New Syllabus**)

| S.NO. | OLD SUBJECTS                    | NEW SUBJECTS                            |
|-------|---------------------------------|---|
| 1     | Accountancy – I                 | Financial Accounting – I                |
| 2     | Banking Theory & Practice       | Banking & Financial Systems             |
| 3     | Accountancy – II                | Financial Accounting – II               |
| 4     | Business Statistics             | Quantitative Techniques – II            |
| 5     | Mercantile Law & Industrial Law | Business Laws                           |
| 6     | Accountancy – III               | Corporate Accounting                    |
| 7     | Auditing                        | Business Communication & Report Writing |
| 8     | Cost Accountancy                | Cost & Management Accounting            |
| 9     | Income Tax                      | Income Tax & Practical Auditing         |
| 10    | Management Accountancy          | Adv. Management Accounting              |

- iii) 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/ improvement.

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

**DIRECTOR**