



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
TELANGANA UNIVERSITY**

DICHPALLY, NIZAMABAD – 503 322 T.S.

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

Lr. No: 1091/TU/EB/UG-RL/2017

Date: 13-12-2017

NOTIFICATION

**(B.A./B.Com./ B.Sc./ BBA/ BA(L) ANNUAL EXAMINATION -2018
FOR REGULAR CANDIDATES ONLY)**

It is hereby notified to all the eligible Regular candidates of B.A./ B.Com.(General)/ B.Com.(Computers) / B.Com.(Vocational) / B.Sc. / B.Sc. (Computers)/BBA & B.A.(L) course(s) of III year to register for the Annual Examinations to be conducted in March, 2018. 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** : **27-12-2017**
Last date for payment of Examination fee **with a fine of Rs.100/-** : **03-01-2018**

The Examination fee particulars are as follows:

1. B.A. III Year:

Examination fee : Rs.400/- + Rs.50/-(for Memo)
Provisional Certificate : Rs. 250/-
Consolidated Memo : Rs. 250/-

2. B.Com. (General) III Year:

Examination fee : Rs.500/- + Rs.50/-(for Memo)
Provisional Certificate : Rs. 250/-
Consolidated Memo : Rs. 250/-

3. B.Com. (Comp. /Computer Appl./Vocational) - III Years :

Examination fee : Rs.550/- + Rs.50/-(for Memo)
Provisional Certificate : Rs. 250/-
Consolidated Memo : Rs. 250/-

4. B.Sc. (General/Comp.) III Year:

Examination fee : Rs.600/- + Rs.50/-(for Memo)
Provisional Certificate : Rs. 250/-
Consolidated Memo : Rs. 250/-

5. BBA III Year:

Examination fee : Rs.550/- + Rs.50/-(for Memo)
Provisional Certificate : Rs. 250/-
Consolidated Memo : Rs. 250/-

6. BA (L) III Year:

Examination fee : Rs.400/- + Rs.50/-(for Memo)
Provisional Certificate : Rs. 250/-
Consolidated Memo : Rs. 250/-

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NOTE:

1. The exact date of commencement of the Examinations and detailed time table will be notified later.
2. The Examination application forms of Degree III year eligible students of the academic year 2017-18 (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 along with photocopy of Qualifying Examination duly attested by 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 of 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 admission 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.**

IMPORTANT NOTE:

1. 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 Accounts only (Students are advised not to obtain the DD in favour of the Registrar / Controller of Examinations, Telangana University, Dichpally, Nizamabad.)**
 - b) The College Principals 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./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 : **30-12-2017**
 - ii) Consolidated receipt with late fee on : **05-01-2018**

5. I) **Nominal Rolls:**

- i) One hard copy of nominal rolls (Consolidated list of candidates) generated using the students **online information system** after due verification and signed by the principal.
- ii) Candidates readmitted into III year during 2017-18. Prepare the nominal rolls batch-wise and Hall-Ticket number order irrespective of the group on **B4(132 column) size paper**.

II) **Subject-wise Data and elective paper data** of registered candidates in the Prescribed proforma, which must match with that of the applications submitted.

III) **Affiliation orders** Issued to the colleges for the Academic year 2017-18 for the various courses for which Examination forms are submitted.

IV) **No Dues Certificate** from the Director, Directorate of Academic Audit, TU.

V) **List of Transferred candidates:** Transferred from one college to another college of TU, Transferred from other universities.

VI) **List of Deaf & Dumb candidates.**

VII) **FEE ABSTRACT** to be submitted to the Examination Branch TU

- a) Application forms with all the above requirements should reach the Examination Branch TU, on or before **09-01-2018**. A penal fee @Rs.500/- per faculty will be collected per day from the college on the applications received after **09-01-2018**.
- b) 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 Principal of Concerned Colleges, TU
2. The Director, Directorate of Academic Audit, TU
3. The Additional Controller of Examinations(UG & PG Confidential), TU
4. The Public Relations Officer, TU
5. The PS to Vice-Chancellor, TU
6. The PA to Registrar, TU .
7. The Website Section, TU
8. The Dean, Faculty of Arts / Social Sciences/ Commerce / Bus. Mgt./ Science, TU
9. UG Section, TU