

**Prof. M. ARUNA**

M.Sc. Ph.D.

CONTROLLER OF EXAMINATIONS

Lr. No:1267/EB/PG/FEE/TU/2023

Date: 17-11-2023

NOTIFICATION

It is hereby notified that the **PG – MBA, MCA III – Semester & (5YIPGP IMBA) IX- Semester (Theory & Practical) Regular Examinations** of Courses will be held in the month of **DEC-2023**. The following are the last dates for the payment of examination fee and submission of application forms:

Without fine : 01/12/2023**With a fine of Rs.100/- : 05/12/2023****MBA, MCA III - SEMESTER & IMBA IX- SEMESTER:**

Sl. No.	Course	Examination Fee
1	MBA /MCA/ IMBA (for all subjects)	800

The fee particulars are as follows:

Candidates have to submit a Xerox copy of Hall Ticket /Memorandum of marks of examination he/she appeared previously along with application form.

- 1) The date of commencement of Examinations and the course-wise detailed Time-Table will be notified in due course.
- 2) **Application form(s) will not be accepted directly from any candidate or from the principal after the due date.**
- 3) **All the Regular Candidates of IMBA IX- Semester, PG- MBA, MCA - III - Semester should fill the Online examination form and submit to the principal concerned.**
- 4) The students should enter their name correctly in the examination form as per their degree certificates (other than integrated course) or Inter certificate (5YIPGP). Telangana University will not be responsible for any mistakes in the candidates' details.
- 5) The students of campus colleges have to pay the fee through B-Challan (which is available in the college office) in favour of the **Registrar, TU, (Account No: 31079102875) Examinations Accounts** payable at State Bank of India, Telangana University Branch (Code No.13804), Nizamabad – 503 322.
- 6) For Affiliated colleges, payment of consolidated Examination fee **along with Bank processing charges** must be drawn in the form of **Demand Draft/RTGS/NEFT** (course wise) from any **Nationalised Bank** in favour of **The Registrar, (Account No: 31079102875) Examinations Accounts**, Telangana University, Nizamabad. Following are the Last dates for payment
 - i) **Without fine : 04/12/2023**
 - ii) **With a fine of Rs.100/- : 06/12/2023**
- 7) **FEE PAID ONCE CANNOT BE REFUNDED OR ADJUSTED FOR ANY FUTURE EXAMINATION.**
- 8) **The candidates who have applied for revaluation also have to pay the examination fee as per the above schedule without waiting for the results of revaluation.**
- 9) Application forms should be scrutinized and signed by the Principal/ Academic Co-ordinator of the college in accordance with the guidelines and instructions issued and should be tied separately in chronological order. Applications of not eligible candidates are liable for rejection at any stage whenever they are detected. For this, the University will not be held responsible in any manner.

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10) The principals are requested to:

- a. **Inform all the concerned candidates that the payment of examination fee & submission of application forms will not be entertained after the due date under any circumstances.**
- b. **The Examination fee once paid by the candidate will not be refunded or adjusted.**
- c. **Not to collect the exam fee from Blind, Physically Challenged, Deaf & Dumb students.** A Xerox copy of Medical Certificate confirming their status as physically challenged (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.**
- d. **Forward all the examination application forms of the eligible candidates duly attested with all the requirements to the examination branch on or before 07/12/2023 without fail. Forms received after the due date will be levied a penal fee of Rs. 1000/-per day.**
- e. **Instruct the students to enclose the Xerox copy of the Hall ticket/Memorandum of marks of earlier examinations to verify eligibility.**
- f. **Allot new Hall ticket number (which is not allotted earlier to any of the candidate of the college) to the candidates transferred from other Universities and affiliated colleges of TU and to enclose the TU Admission/ permission order for Transfer, memorandum of marks and migration certificate of the parent university.**

11) The College will be held responsible for any mistake committed while filling the candidate name, father name and paper title (Theory & Practical) through **ONLINE**.

12) The principals are requested to submit compulsory the following documents along with application forms, otherwise their forms will not be accepted.

- a. 3 hard copies of nominal rolls in the prescribed proforma approved by Director, Directorate Academic Audit, TU.
- b. The detailed fee statement signed by the college Principal.
- c. No Dues Certificate and Affiliation extension order for the year 2023-24 with sanctioned strength issued by the Directorate of Academic Audit, TU
- d. The copy of online EAF form signed by the candidate after verifying the name and Subject Titles.
- e. The principals are also requested to submit Subject-wise/Paper-wise data (in duplicate) separately.



Controller of Examinations

Copy to:

- 1) The P.S to Vice-Chancellor, TU
- 2) The P.A. to Registrar, TU
- 3) The Director, Directorate of Academic Audit, TU
- 4) The Dean, Faculty of Business Management/Computer Science, TU
- 5) The Principal University College (Main) and Affiliated PG Colleges under TU jurisdiction of TU.
- 6) The Public Relations Officer, TU
- 7) The Addl. COE, PG-Confidential, Examination Branch, TU
- 8) The Assistant Registrar Examinations, TU
- 9) The Addl. COE, EDP Section, TU
- 10) File.