



Prof. G. Ram Reddy Centre for Distance Education
Osmania University - Hyderabad – 500 007, Telangana State.

**Instructions for payment of Examination fee and Submission of Examination forms for
M.B.A. I / II / III Year Annual Examinations, August, 2015**

- A. Last date without late fee : **12-06-2015**
B. Last date with a late fee of **Rs.100/-** : **19-06-2015**

MBA I year	MBA II year	MBA III year	MBA I / II / III (One or two Papers)
Rs.1870/- (Backlog all papers)	Rs.1870/- (Fresh Batch all papers)	Rs.1980/- (Fresh Batch all papers)	Rs.1230/- (Backlog one or two papers)
	Rs.1870/- (Backlog Three or more papers)	Rs.1870/- (Backlog Three or more papers)	

ENCLOSURES FOR I YEAR STUDENTS:

1. Fresh I year candidates who are appearing for examination should pay “Examination Processing Fee” of **Rs.300/-** in addition to the examination fee (Only one Time).
2. A demand draft from any Nationalised Bank for requisite examination fee favouring the Director, Prof. G. Ram Reddy Centre for Distance Education, Osmania University, payable at Hyderabad.
3. Self addressed envelopes which are enclosed to Exam Form (**DO NOT AFFIX POSTAL STAMPS**).
4. Photostat copies of Memo of Marks of previous examination and Degree certificate.
5. Photo copy of ICET Rank card.
6. Photo copy of student Identity card.
7. Candidates who obtained their degree from other than Osmania University should submit the Migration Certificate in original along with a Migration fee of **Rs.125/-** through a DD, in addition to the exam fee failing which the examination form will not be accepted.
8. Candidates who are not able to submit Migration Certificate should pay **Rs.425/-** through a DD in addition to the exam fee in lieu of Migration Certificate. (This is applicable to the candidates who are from the Universities which are not issuing Migration Certificate).

ENCLOSURES FOR II & III YEAR STUDENTS:

9. A demand draft from any Nationalised Bank for requisite examination fee favouring the Director, Prof. G. Ram Reddy Centre for Distance Education, Osmania University, payable at Hyderabad.
10. Self addressed envelopes which are enclosed to Exam Form (**DO NOT AFFIX POSTAL STAMPS**).
11. Photo copy of Memo of Marks of M.B.A. I and II year.
12. Photo copy of Student Identity Card.

INSTRUCTIONS

- i. Please write your Roll number (94/ /), Name and Course at the back of the demand draft without fail.
- ii. Separate application form along with requisite fee should be submitted for each year of examination
- iii. Without payment of Tuition Fee of the Year the Exam form will not be accepted.
- iv. The Examination Fee once paid will not be refunded.
- v. The Exam forms should be submitted in person or by post to the Director, PGRRCDE, Osmania University, Hyderabad- 500 007.
- vi. Examination Centre will be at Hyderabad only.
- vii. There is no Supplementary examinations for M.B.A. course
- viii. Candidates who have paid the examination fee for I year are only eligible to pay II year exam fee and those who have paid the exam fee for the I and II year are only eligible to pay examination fee of III year in the preceding year.
- ix. The University reserves the right to cancel the admission / results of the candidates at any stage when it is detected that his / her admission is against the rules.
- x. **The candidates who have completed SIX YEARS period from the year of registration and whose Hall ticket No. begins with 094-09-0000.**
 - a) Such of the candidates who have completed **SIX YEARS** period from the year of registration and desire to appear for aggregate improvement after completed (I, II, III year) and also who have not yet completed M.B.A. Course i.e., having backlog papers either in I, II, III year are also eligible to register their forms for 2015 examination provided they pay Re-registration fee of **Rs.1500/-** along with the prescribed exam fee. Copy of Re-registration fee receipt must be enclosed with the exam form.
 - b) The candidates who have completed **SIX YEARS** period from the year of registration and registered for M.B.A. I year examinations, but not registered for II and III year examinations, have to pay re-registration fee of **Rs.3000/-** for permission to appear for their II or III year exams in addition to the normal exam fees.
 - c) Candidates who have completed **SIX YEARS** period from the year of registration and paid term fees for I year but not registered for examinations will also be permitted to register for I year examinations, by paying **Rs.3000/-** towards re-registration fee for permission to appear for the I year examinations in Annual 2015 and they are eligible to write the II year examinations in the next academic year i.e., Annual 2016 Examinations by paying every year **Rs.1500/-** towards re-registration fee in addition to the normal examination fee
- xi. The M.B.A. exams are likely to be held in **August / September, 2015.**

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

DIRECTOR