



OFFICE OF THE CONTROLLER OF EXAMINATIONS
SATAVAHANA UNIVERSITY
KARIMNAGAR – 505 001 (A.P)

No. 043 /SU/EXAM/2011-12

Date: 29-12-2011

NOTIFICATION

It is hereby notified for information of all the candidates perusing of **I Year Ex. and II years Regular/ Ex and Improvement of B.A./B.B.M./B.Com./B.Sc.** courses of this University who desire for appearing for the Annual Examinations to be held in the month of **February/March/April 2012**, that the last dates for payment of examination fee and submission of application forms at their respective colleges are as shown below:

1. Without late fee 16-01-2012
2. With a late fee of . 20/- 21-01-2012

Courses	I Year	II Year
B.A. For 3 or more paper	300+20*	300+20*
Up to 2 papers	200+20*	200+20*
Improvement for each paper	170+20*	170+20*
B.A.(Comp.)/B.Com.(General)/ B.B.M. (For 3 or more papers)	365+20*	365+20*
Up to 2 papers	210+20*	210+20*
Improvement for each paper	170+20*	170+20*
B.Sc. & B.Com. (Computers) (For 3 or more papers)	425+20*	425+20*
Up to 2 papers	210+20*	210+20*
Improvement for each paper	170+20* (20* is for all papers)	170+20*

20* - Memo Charges

Instruction to Students

1. In case of late registration and submission a separate penalty for each year should be remitted.
2. Only single application form should be used by each candidate irrespective of the year/years for which he/she desires to register as Ex./Improvement candidate.
3. Application form(s) **will not** be accepted directly from any candidate or from the Principal after the due date.
4. The students can obtain application forms from their respective colleges.
5. Fee once remitted **will not** be refunded or adjusted under any circumstances. Therefore, the candidates should confirm their eligibility by going through the rules before remittance of examination fee.
6. In case of transfer of students from one college to the other, **transfer orders** should be enclosed with Nominal Rolls.
7. The date of Commencement of Examinations and the detailed Time-Table will be notified in due course.

Guidelines for Principals

1. The colleges can obtain the application forms from the **Office of the Controller of Examinations, Satavahana University, Karimnagar** on payment of prescribed amount.

2. The colleges have to follow the below stated schedule for submission of forms and nominal rolls.

Fee Particulars	Last date for payment of exam fee	Last date for submission of application forms along with nominal rolls & D.D. to the C.O.E
Without Late Fee	18-01-2012	20-01-2012
With a late of Rs.20/-	24-01-2012	27-01-2012

3. To submit the application forms as per the above schedule for without late fee and with a late fee separately on time without fail otherwise the penalty of Rs.5000/- or on the total application forms will be imposed.

4. Application forms should be submitted along with

- i. 1 Soft copy and 3 hard copies of nominal rolls in the prescribed proforma.
- ii. No dues certificate from the Academic Branch, SU.
- iii. No dues certificate from Dean, College Development Council, SU.
- iv. No dues certificate from Dean, Academic Affairs, SU.

5. Every application must possess a receipt of payment issued by the college towards examination fee collected from the candidate, failing which it will not be accepted.

6. Application forms should be **scrutinized and signed** by the Academic Coordinator 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.

7. Payment of fee must be in the form of consolidated **Demand Draft Course–Wise** only. Any other mode of payment is not accepted.

8. The application forms of the candidates who have put in the required percentage of attendance only to be forwarded to the University.

9. Application forms **will not** be accepted from the colleges after **27-01-2012**

CONTROLLER OF EXAMINATIONS

Copy to:

1. All the Principals of University/Constituent and Affiliated Colleges, SU, Knr.
2. The Dean, College Development Council, SU, Knr.
3. The Public Relation Officer, SU, Knr.
4. The Secretary to Vice-Chancellor, SU, Knr.
5. The PA to Registrar, SU, Knr.