



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
MAHATMA GANDHI UNIVERSITY
NALGONDA- 508 254**

No.453 /MGU/UG/2016-17

Dated: 16.12.2016

NOTIFICATION

**II&III Year B.A./B.Com, /B.Sc. ANNUAL EXAMINATION-2016-17
(For Regular Candidates Only)**

It is hereby notified to all the eligible regular candidates of II/III Year B.A.(General/Vocational)/B.Com.(General/Computers/Computer Applications/Hon's) & B.Sc.(General /Vocational) to register for the Annual Examinations to be conducted in March/April 2017. The following is the schedule for the payment of examination fee and submission of examination application forms at their respective colleges(s):

Descriptions	Last Dates	
	Without late fee	With late fee of Rs.100/-
To Students Payment of examinations fee and submission of examination application forms at their respective colleges.	30.12.2016 Friday	03.01.2017 Tuesday
To Colleges 1. Remittance of consolidated examination fee through a SBH Challan Account No. 62422450289 (Bank Code No. 21270) 2. Preparation & Submission of E.A.F. Online	02.01.2017 Monday	05.01.2017 Thursday
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, MGU	07.01.2017 Saturday	
Note: No application will be accepted after the last date of submission from any college and also honored direction from any corner		

DETAILS OF EXAMINATION FEE:-

	B.A. (General/Vocational) (II,III Year Only)	B.Com.(General/Computers/ Computer Applications/Hon' (II,III Year Only)	B.Sc. (including Vocational (II,III Year Only)
Regular all papers	Rs. 650+50*	Rs. 715+50*	Rs.715+50*
English CBT & Viva-Voce	Rs. 50	Rs. 50	Rs. 50
Note: III-Year only provisional certificates Rs. 60/- and Consolidated Memo Rs. 125/- in addition to The Examination Fee.			
* Memo Charges			

NOTE:

1. The exact date of commencement of the examinations and detailed time table will be notified later.
2. The examination application forms of students 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.

3. The examination fee once paid by the candidate/college will not be refunded or adjusted.
4. The Principals of the Under-Graduate colleges of Mahatma Gandhi University are requested to:
 - (a) Not to collect the exam fee from **Visually Challenged, Physically Challenged, Hearing Impaired and Orally Challenged students as per Government Orders**. 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 , Hearing impaired and Orally Challenged students application forms should be submitted separately along with separate Nominal Roll.
 - (b) Inform the students that the examination fee & application forms will not be accepted after the due date.
 - (c) Instruct the students to enclose the photo copies (Xerox copies) of the memorandum marks of qualifying examination to verify the eligibility.
 - (d) Note that the Hall Ticket 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) Forward only the examination application forms of the candidates who have put in required Percentage of attendance **(75%)**.
5. (i) **Nominal Rolls:**
 - II&III year students admitted in Mahatma Gandhi University**
One hard copy of nominal rolls (consolidated list of candidates) generated using the Students online information system after due verification by the Principal and Nominal Roll signed by the Director, Directorate of Academic Audit, MGU.
 - (ii) **Subject-wise Data** of registered candidates in the prescribed proforma, which must match with that of the forms are submitted.
 - (iii) **No Dues Certificate** issued by the Academic Branch , MGU.
 - (iv) **Clearance Certificate** from the Director, Directorate of Academic Audit, MGU.
 - (v) Fees Abstract (in duplicate) the first copy to be submitted to the Examination Branch, MGU and the second copy of the concerned Sections.
6. Application forms with all the above requirements should reach the Examination Branch, MGU, on or before 07.01.2017.



CONTROLLER OF EXAMINATIONS

Copy to:

1. The Principals of all the Degree Colleges.
2. The Director, Directorate of Academic Audit , MGU.
3. The Finance Officer, MGU.
4. The Secretary to Vice-Chancellor, MGU.
5. The P.A. to Registrar. MGU.
6. The P.R.O, MGU