



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

Dated: 13.12.2017

NOTIFICATION

1. It is hereby notified that the M.B.A./M.B.A(TTM) I&III-Semester and MCA I Semester (Regular) Examinations pertaining to the candidates of University & Affiliated Colleges of Mahatma Gandhi University are scheduled to be held in the Month of January, 2018. The detailed Time-Table will be notified separately in due course of time.
2. The schedule for payment of examination fee and submission of examination application forms at the respective colleges is given below:-

Descriptions	Last Dates	
	Without late fee	With late fee of Rs.200/-
To Students Payment of Examinations fee and submission of Examination application forms at their respective colleges.	27.12.2017 Wednesday	29.12.2017 Friday
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	28.12.2017 Thursday 28.12.2017 Thursday	30.12.2017 Saturday 30.12.2017 Saturday
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, MGU	02.01.2018	
Note: No application will be accepted after the last date of submission from any college and also honored direction from any corner		
Note: Principals are requested to forward the applications of those candidates whose attendance is more than 75% and submit the attendance statements for I&III Regular Candidates		

SCHEDULE OF EXAMINATION FEE

Particulars	Fees for All Paper
M.B.A./M.B.A(TTM)	Rs. 1125 + 60* = 1185/-
M.C.A.	Rs.620 +60* = 680/-
* Memorandum of Marks	
Note: In addition to the above Fees Processing Fee Rs.300/- & Migration Fee Rs. 150/- for I-Semester Students only	

- (A) **PLEASE SUBMIT THE FEE ABSTRACT COMPULSORY, OTHERWISE FORMS WILL NOT BE ACCEPTED**
- (B) **FEE PAID ONCE CANNOT BE REFUNDED OR ADJUSTED FOR ANY FUTURE EXAMINATION.**

- (i) **Nominal Rolls:**
ALL THE REGULAR CANDIDATES OF I&III-SEMESTER SHOULD SUBMIT THEIR EXAMINATION FORMS THROUGH ONLINE ONLY.
Subject-wise Data of registered candidates in the prescribed proforma, which must match with that of the forms are submitted.
- (ii) **No Dues certificate** issued by the Academic Branch, MGU.
- (iii) **Clearance Certificate** from the Director, Directorate of Academic Audit, MGU.
- (iv) Fees Abstract (in duplicate) the first copy to be submitted to the Examination Branch, MGU and the second copy of the concerned Sections.
3. (i) The Principals are requested to forward all the Examination application forms duly attested on or before **02.01.2018** without fail. Forms will not be accepted after the under any circumstances.
- (ii) **Candidates will be held responsible for any mistake committed while filling the examination application form regarding paper titles (Theory & Practical). In case of any mistake Rs. 500/- will be levied as fine for rectification.**
- (iii) Principals are also requested to send invariably Nominal Roll (in triplicate) along with fee paid by each candidates and **subject-wise data including specializations/electives offered at their college (in triplicate)** separately.
- (iv) The Principals are requested to forward the Examination Application forms of the eligible candidates only.
4. Incomplete forms and forms without documents mentioned above will Summarily be rejected.



CONTROLLER OF EXAMINATIONS

Copy to:-

1. The Principal of concerned college,
2. The Head, Dept. of _____
3. The Director, Directorate of Academic Audit, MGU.
4. The Finance Officer, MGU
5. The Secretary to Vice-Chancellor, MGU.
6. The P.A. to Registrar. MGU.
7. The Public Relations Officer. MGU.