



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

No. 05 /MGU /PG/Exams/2016

Dated: 21.11.2016

NOTIFICATION

1. It is hereby notified for information of all the Regular candidates of M.A./M.Com./ M.Sc./M.S.W. and B.Li.Sc. of all the Campus, Affiliated Colleges that the I-Semester (Regular & Backlog) Examinations are scheduled in the month of December, 2016. The detailed Time-Table will be notified in due course.
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.	30.11.2016 Wednesday	03.12.2016 Monday
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	01.12.2016 Thursday 01.12.2016 Thursday	05.12.2016 Monday 05.12.2016 Monday
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, MGU	06.12.2016 Tuesday	
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%.		

SCHEDULE OF EXAMINATION FEE

Particulars	Fees for All Paper	Upto 3 Papers
M.Sc./M.Com./M.A./MSW Courses	Rs. 400 + 50* = 450/-	Rs. 250+50*=300
* Memorandum of Marks *		

(A) **PLEASE SUBMIT THE ENCLOSED FEE ABSTRACT COMPULSORY, OTHERWISE FORMS WILL NOT BE ACCEPTED**

(B) **FEE PAID ONCE CANNOT BE REFUNDED OR ADJUSTED FOR ANY FUTURE EXAMINATION.**

3. In addition to the above Examination Fee, each candidate appearing I- Semester Examination for the First Time is required to pay Rs. 300/- Examination processing fee (once in a course time)
- (i) **Nominal Rolls:**
ALL THE REGULAR CANDIDATES OF I -SEMESTER SHOULD SUBMIT THEIR EXAMINATION FORMS THROUGH ONLINE ONLY.
I-Semester students admitted during the Academic Year 2016-17.
One hard copy of nominal rolls (consolidated list of candidates) generated using the Students online information System after due verification by the Principal and I-Semester 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) **Affiliation orders** issued to the colleges for the Academic year 2016-2017 for the various courses for which Examination forms are submitted.
- (iv) **No Dues certificate** issued by the Academic Branch, MGU.
- (v) **Clearance Certificate** from the Director, Director of Academic Audit, MGU.
- (vi) Fees Abstract (in duplicate) the first copy to be submitted to the Examination Branch, MGU and the second copy of the concerned Sections.
4. Fresh candidates appearing for I-Semester shall enclose Xerox copies of their Degree Certificates and marks memo of the qualifying examinations duly attested by the Principal of College concerned. (Provisional Certificate /Xerox copies of such qualifying examinations for which convocation is over, will not be accepted). Candidates from other Universities should enclose their **Original Migration Certificate together with a fee of Rs. 150/-** in addition to the examination fee.
- (i) The Principals are requested to forward all the Examination application forms duly attested on or before **06.12.2016** without fail. Forms will not be accepted after the under any circumstances.
- (ii) Submit two soft copies (2 CDs) of I-Semester and three (3) hard copies of the candidates.
- (iii) **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.**
- (iv) 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.
- (v) The Principals are requested to forward the Examination Application forms of the eligible candidates only.
5. 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.