



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

No.24 /MGU /B.Tech/Exams/2016

Dated: 05.12.2016

NOTIFICATION

1. It is hereby notified for information of all the Regular candidates of the Campus College B.Tech I Year I-Semester (Regular) , 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 college 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. | 14.12.2016 Wednesday | 16.12.2016 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 | 19.12.2016 Monday | 20.12.2016 Tuesday |
| Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, MGU | 22.12.2016 Thursday | |
| 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%. | | |

DETAILS OF EXAMINATION FEE:-

| Particulars | Fees for All Paper |
|------------------|--------------------|
| Without Late Fee | Rs. 1100/- |
| With Late Fee | Rs. 1300/- |

- (A) The Principal is requested to pay the collected fee, through a SBH Challan Account No. 62422450289 (Bank Code No. 21270) on or before 22.12.2016.
- (B) **PLEASE SUBMIT THE ENCLOSED FEE ABSTRACT COMPULSORY, OTHERWISE FORMS WILL NOT BE ACCEPTED**
- (C) **FEE PAID ONCE CANNOT BE REFUNDED OR ADJUSTED FOR ANY FUTURE EXAMINATION.**

3. In addition to the above Examination Fee, each candidate appearing I- Year Examination for the First Time is required to pay Rs. 200/- Examination processing fee (once in a course time)
- (i) **Nominal Rolls:**
ALL THE REGULAR CANDIDATES OF I YEAR SHOULD SUBMIT THEIR EXAMINATION FORMS THROUGH ONLINE ONLY.
- I-Year 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-Year 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, Director of Academic Audit, MGU.
- (v) Fees Abstract (in duplicate) to be submitted to the Examination Branch, MGU only.
4. Fresh candidates appearing for I-Year shall enclose Xerox copies of their Intermediate or 10+2 certificate and duly approved by the Convener, EAMCET-2016 Chairman, APSCHE, Hyderabad, Directorate of Admissions, MGU. **Migration Certificate together with a fee of Rs. 150/- for other states candidates only.**
5. (i) The Principal is requested to forward all the examination application forms duly attested on or before **22.12.2016** without fail. Forms received after the due date will be levied a penal fee of Rs. 1000/- per day.
- (ii) Submit two soft copies (2 CDs) of I-Semester and three (3) hard copies of the candidates.
- (iii) Principal is also requested to send invariably Nominal Roll (in triplicate) along with fee paid by each candidates.
- (iv) The Principal is requested to forward the Examination Application forms of the eligible candidates only.
6. Incomplete forms and forms without documents mentioned above will Summarily be rejected.



CONTROLLER OF EXAMINATIONS

Copy to:-

1. The Principal of University College of Engineering and Technology, MGU.
2. The Director, Directorate of Academic Audit , MGU.
3. The Secretary to Vice-Chancellor, MGU.
4. The P.A. to Registrar. MGU.
5. The Public Relations Officer. MGU.