



Osmania University  
Hyderabad – 500 007

No. 475 /D/Acad – III/2014

Date: 14.05.2014

To

All the Principals of Under Graduate Colleges  
Under the Jurisdiction of Osmania University.

**Sub:** Osmania University - Admissions to Under Graduate courses for the academic year 2014 - 2015 - Admissions Schedule and Guidelines - Communicated - Reg.

Sir/ Madam,

Please find enclosed the following Circulars and Notification regarding the admissions to Under Graduate courses for the academic year 2014 – 2015 with a request to scrupulously follow the same:

Sl. No.	Letter Nos.	Date	Subject
1	No. 472 /D/2014/Acad	14.05.2014	Admission Notification for UG courses for the academic year 2014 – 2015
2	No. 473 /D/2014/Acad	14.05.2014	Guidelines for Admission into I year UG courses for the academic year 2014 – 2015
3	No. 474 /D/2014/Acad	14.05.2014	Guidelines for Admission on transfer of UG courses for the academic year 2014 – 2015
4	No. 460 /Stat/2014/Acad	09-05-2014	Almanac : Admission, Academic & Admission on Transfer Schedule for UG courses for the academic year 2014 – 2015.

The Colleges should apply to the concerned authorities for **accreditation** of their institution.

Yours sincerely,

*B. Hussain*  
**ASSISTANT REGISTRAR**  
(Academic)

Encl: As stated

Copy to :

1. The Secretary to Vice-Chancellor, OU.
2. The P.A. to Registrar/OSD, OU.



OSMANIA UNIVERSITY  
HYDERABAD -500 007

No. 472 / D/2014/Acad.III

Date: 14-05-2014

**NOTIFICATION**

**ADMISSION TO UNDER GRADUATE COURSES FOR THE ACADEMIC  
YEAR 2014 - 2015**

Candidates seeking admission to **I-Year** degree courses i.e. B.A/B.Sc./ B.Com.(Gen/Computers/Comp.Appln.)/B.Com.(Hons)/B.Com.(Voc)/ BSW / BBA / BFA in the Constituent and Affiliated Colleges (both Government and Private) under the jurisdiction of Osmania University for the academic year 2014-2015 are required to apply to the concerned colleges by obtaining application forms from them:-

**FOLLOWING SHALL BE THE SCHEDULE OF ADMISSIONS:-**

1.	Commencement of sale of admission forms for Registration.	Monday	12-05-2014
2.	Last Date for REGISTRATION OF APPLICATION FORMS (Including those sent by post)	Saturday	07-06-2014
3.	Announcement of First List	Monday	16-06-2014
4.	Last Date for payment of fees for First List of the candidates	Saturday	21-06-2014
5.	Announcement of Second List	Tuesday	24-06-2014
6.	Last Date for payment of fees for the candidates of Second & Final List	Monday	30-06-2014
7.	Commencement of I-Year Classes	Monday	30-06-2014
8.	Last date for filling up of the vacancies, if any	Thursday	28-08-2014

Candidates who have passed the Intermediate Examination from the Board of Intermediate Education, AP, or any other examination recognized as equivalent thereto are eligible to apply.

Further, candidates who would appear for the Intermediate Advanced Supplementary examination should also apply for admission before the last date. They will be considered for admission only after they pass and submit the memorandum of marks of the Intermediate Examination before the last date of admission, subject to availability of vacancies.

The candidates are directed to check up affiliation of the college to O.U. before taking admission. The list of colleges affiliated to Osmania University and the courses offered is available in our website [WWW.osmania.ac.in](http://WWW.osmania.ac.in).

*Keenan*  
REGISTRAR



OSMANIA UNIVERSITY  
HYDERABAD -500 007

No. 473 /D/2014/Acad.III

Date. /4-05-2014.

To

All the Principals,  
Constituent & Affiliated (Both Govt. & Private)  
Degree Colleges under the Jurisdiction of Osmania University.

Sub: - Admission to Ist year B.A./B.Sc./ B.Com.(Gen/Comp./ Comp.  
Appln) / B.Com.(Hons) / B.Com. (Voc) / BSW / BBA / BFA  
Degree courses during 2014-2015 - Guidelines to be followed  
while making admissions - Reg.

Ref: - This Office Lr.No. 460 /Stat./Acad/2014, Dt. 09.5.2014.

-: oOo:-

Sir/Madam,

Please refer to the University letter cited, through which the admission Schedule and academic Schedule (Almanac) for the Degree Courses for the academic year 2014-2015 was communicated.

I am to communicate the following guidelines for admission to Ist year degree courses for the Academic year 2014-2015 and request you to follow the same scrupulously for the smooth conduct of admissions:-

**ELIGIBILITY CRITERIA:**

1. a) Candidates seeking admission to Ist year B.A./B.Sc./B.Com.(Gen/Computers/Comp.Appln.)/B.Com.(Voc)/B.Com.(Hons)/BSW /BBA /BFA Degree courses must have passed Two year Intermediate Examination conducted by the Board of Intermediate Education, Andhra Pradesh OR an Examination of any other University/Board recognized as equivalent thereto (other than Pre-Degree course in Oriental Languages of OU).
- b) Admission to Ist year B.Com.(Hons) course shall be through an Aptitude Test/Entrance Test conducted by the Head, Department of Commerce, OU and admission to Ist year BSW and BFA course shall be through an Aptitude Test/Entrance Test conducted by the Colleges concerned. The Selection of the candidates shall be based on the merit obtained in the Aptitude Test/Entrance Test.
- c) In respect of the candidates, who have passed Intermediate(Vocational) courses from Board of Intermediate Education, A.P., and +2 examination conducted by Boards other than Board of Intermediate Education of A.P., ICSE and CBSE, the Principals of respective colleges should ensure that the candidates shall submit **Eligibility Certificate** issued by Board of Intermediate, AP. Further, the admissions made without obtaining **Eligibility Certificate** will not be considered by the University and such admissions shall deemed to be cancelled automatically and the College Management will be held responsible for such violation.

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- d) **The Candidates who have passed Intermediate (Vocational) Medical Lab Technology Course from Board of Intermediate Education, A.P., are eligible for admission into B.A. /B.Com courses only. However, those who are holding 'Bridge course' along with Intermediate (Vocational) Medical Lab Technology are eligible for B.Sc. courses.**
2. a) Admissions to 1st year of the 3-year Degree courses will be made in order of merit as shown by aggregate marks secured by the candidates at the qualifying examination in one attempt.
- b) Candidates who have passed the qualifying examination in parts shall be considered for admission, only after all the candidates under category (a) above are accommodated.
3. a) Candidates seeking admission to B.Sc. 1st year course should have passed and secured an aggregate of 40% marks (a Pass Percentage in case of Scheduled Caste and Scheduled Tribes) in the concerned Science Subjects (i.e. Physical Sciences and Mathematics **OR** Physical Sciences, and Biological Sciences as the case may be) at the qualifying examination. Candidates who have passed the qualifying examination with Arts/Commerce subjects are **not eligible** for admission to B.Sc. course.
- b) Candidates who have passed Intermediate examination with Mathematics, Economics and Commerce combination can be considered eligible for admission to (Maths, Statistics and Computer Science) combination of B.Sc only.
- c) Candidates who have passed qualifying examination with Science /Arts / Commerce subjects are eligible for admission to B.A./B.Com.(Gen / Computers/ Comp. Appln.) / B.Com.(Hons.) / BSW / BBA / BFA courses.
- d) Candidates seeking admission to BSW course should have secured not less than 40% marks in aggregate at the qualifying examination.
4. While calculating the percentage of marks for admission, 0.5 and above be treated as 1 (i.e.39.5% and above shall be treated as 40%).
5. There is no minimum percentage of marks in English subject at the Intermediate Examination for admission to degree courses in English Medium. Hence, the candidates be admitted to either English Medium or to any other regional medium classes available at the College, irrespective of marks obtained by them in English subject and also irrespective of the medium through which they have passed the qualifying examination.
6. Admission to 1st year of 3 year degree course in the Constituent, Affiliated Colleges of Osmania University and Government Degree Colleges will be made in accordance with Andhra Pradesh Educational Institutions (Regulation of Admissions) Order, 1974.
7. a) 60% of the total number of seats available in B.Com in any college shall be reserved for Candidates who have studied and passed the qualifying examination with Commerce subject.
- b) 50% of seats in B.A. course are reserved for the candidates who have studied at least one subject under Social Sciences or Humanities at the Intermediate level.

## 8. RESERVATION OF SEATS FOR SCs/STs/BCs:

There shall be reservation of seats for SCs, STs & BCs as follows:

- (A) Scheduled Castes A total of 15% of seats shall be reserved for Candidates belonging to the Scheduled Castes Category.
- (B) Scheduled Tribes A total of 6% of seats shall be reserved for candidates belonging to the Scheduled Tribes Category.
- (C) Backward Classes A total of 29% seats shall be reserved for the candidates in respect of B.C. candidates as shown below:

Group - A	7%	} Total 29%
Group - B	10%	
Group - C	1%	
Group - D	7%	
Group - E	4%	

- NOTE:** (a) Candidates belonging to the above categories should submit Community, Nativity and Date of Birth Certificate as per G.O.Ms.No.58 of Social Welfare Dept., dt.12.5.1997.
- (b) SC,ST & BC candidates who get seats in merit be not counted against the seat reserved for them and such candidates will be considered under the general category of seats.
- (c) If sufficient number of candidates are not available to fill up the seats reserved for SC's they shall be filled up by suitable candidates from ST's and Vice-versa. If the required number of candidates are not available for filling the quota of seats reserved for SC's & ST's they may be filled by candidates from the general pool on the basis of the merit.
- (d) While filling up the seats reserved for Backward Class-A, the qualified backward class -A candidates should be considered in the order of merit after filling up the un-reserved seats. If qualified Backward Class-A candidates are not available, the turn will go to Backward Class-B, Backward Class-C, Backward Class-D or Backward Class - E in the order of merit in each group". If no suitable candidate is available in any of the five groups, the seats shall be filled up from general pool on the basis of merit.

## 9. OTHER RESERVATIONS:

RESERVATION OF SEATS FOR N.C.C. AND A.C.C. GAMES & SPORTS / EXTRA CURRICULAR ACTIVITIES/ CHILDREN OF EX-SERVICEMEN AND ARMED PERSONNEL: A Maximum of 6% of the seats of Degree courses shall be reserved for candidates who have distinguished themselves in Sports, Extra-Curricular activities, N.C.C., and A.C.C. and children of Ex-Servicemen and Armed Personnel as follows:-

- (i) **Reservation for N.C.C. and A.C.C.:-** 2% of seats are reserved for students possessing the prescribed certificates in N.C.C. and A.C.C. The selection of the candidates shall be made in the following order of preference:

- (a) Holders of 'C' Certificate for Boys from colleges.  
Holders of A-I Certificate for Boys from High Schools  
Holders of C-II Certificate to Girls from Colleges.  
Holders of J -II Certificate for Girls from High Schools.

- (b) Holders of 'B' Certificate for Boys from Colleges.  
Holders of A-I Certificates for Boys from High Schools.  
Holders of C-I Certificates for Girls from Colleges.  
Holders of J-I Certificate for Girls from High Schools.

And

- (c) Holders of A.C.C. Certificates for Boys and Girls from Schools.

**NOTE:** (i) **The Candidates with one year Training in the Air Wing of N.C.C. shall for purpose of admission, be treated on par with the candidates possessing 'B' and A-I Certificates of the Army, Naval Wings subject to the conditions that the candidates should produce a certificate from the Director, N.C.C. to the effect that he, is perfect in his course and also give an undertaking that he should continue and obtain his 'B' Certificate in the Air Wing.**

(ii) **Reservation of seats for Games and Sports :** 2% of the seats are reserved for students who have participated in the games and sports (list given below). The Selection of the candidates under this category shall be made in order of preference.

**NOTE:** For the purpose of this rule only the following games will be taken into consideration.

1. Athletics (Men & Women)
2. Badminton (Men & Women)
3. Ball Badminton (Men & Women)
4. Basket Ball (Men & Women)
5. Boxing (Men)
6. Chess (Men & Women)
7. Cricket (Men & Women)
8. Cycling (Men & Women)
9. Foot Ball (Men & Women)
10. Gymnastic & Malkamb (Men & Women)
11. Hand Ball (Men & Women)
12. Hockey (Men & Women)
13. Jude (Men & Women)
14. Kabaddi (Men & Women)
15. Kho-Kho (Men & Women)
16. Rowing (Men & Women)
17. Softball Racket (Men & Women)
18. Squash Racket (Men)
19. Swimming, Diving & Water Polo (Men & Women)
20. Table Tennis (Men & Women)
21. Tennis (Men & Women)
22. Volley Ball (Men & Women)
23. Weight lifting (Men & Women)
24. Best Physique (Men)
25. Cross Country (Men & Women)
26. Wrestling (Men)
27. Yogasanas (Men & Women)
28. Korf Ball
29. Water Sailing

iii) **Reservation of seats for Extra-Curricular activities:**

1% of the seats shall be reserved for students who participated in Extra Curricular activities such as Elocution, Debates, Essay and Fine Arts such as Dance: Drama, Music, Painting, Photography and president Scouts and Guides certificate holders. The Selection of candidates shall be made in the following order or preference.

1. Candidates who have represented India at the International level in Extra Curricular activities and President Scouts and Guides.
2. Candidates who have represented the State at the All India level in the Extra Curricular activities or obtained prize at competition of All India level.
3. Candidates who have represented the University at the Inter University level and those who have participated in Inter School level.

**NOTE:**

(a) Selection of candidates with the minimum percentage of marks prescribed for admission under categories mentioned in item i, ii, and iii shall be made in the orders of preference indicated therein.

(b) Whenever there are more candidates with the same merit than the actual number of seats available under the categories specified in item i, ii, and iii above, admission shall be regulated by the marks obtained at the qualifying examination.

**iv) Reservation of seats for children of Ex-Servicemen, children of Armed Personnel:**

1% of the seats are reserved for children of Ex-Servicemen and Children of Armed personnel, in the following order of preference:

**Priority 1:** Children of Armed Forces Personnel killed in action.

**Priority 2:** Children of Armed Personnel disabled in action and invalidated out from service on Medical grounds.

**Priority 3:** Children of Armed Forces Personnel who are in receipt of Gallantry Awards, the order of merit for consideration of the Gallantry Awards being as given below:

- |                                |                                  |
|--------------------------------|----------------------------------|
| i) Parm Vir Chakra             | ii) Asoka Chakra                 |
| iii) Sarvotham Yodh Seva Medal | iv) Mahavir Chakra               |
| v) Kirti Chakra                | vi) Uttam Youdh Seva Medal       |
| vii) Vir Chakra                | viii) Shourya Chakra             |
| ix) Yudha Seva Medal           | x) Seva/Nau Sena/Vayu Sena Medal |
| xi) Mention of Dispatches      |                                  |

**Priority 4:** Children of other Ex-Servicemen, Servicemen.

**10. Reservation of Seats for Physically Handicapped:**

3% of the total number of seats in I year of Degree courses shall be reserved for the Physically Handicapped persons in the following order:-

- i) First priority to those who have visual defects,
- ii) Second Priority to those who have defects of the upper limbs, and
- iii) Third Priority to those with defects in the lower limbs.

**11. Reservation of Seats for Women Candidates:**

33 1/3% of seats shall be reserved for women in co-education Government and Aided Degree Colleges. If women candidates are not available, the seats reserved for women and remaining unfilled shall be filled by men candidates.

12.

**OTHER GENERAL RULES**

a) **Change of Medium :**

Candidates admitted to a particular medium in the 1<sup>st</sup> year shall not be permitted to change to another medium in the 2<sup>nd</sup> year. They have to answer the optional papers of all the 3 years in one medium only (i.e. through the medium in which they have appeared for 1<sup>st</sup> year examination).

b) **Change of Faculty:**

Candidates admitted to degree course in a faculty can be permitted to change to another Faculty (Where practical's are not involved) on or before 28.8.2014 provided they have already registered their applications for admission in that faculty which they desire to change. No change shall be permitted after this date.

c) **Change of optional Subjects:**

Candidates can be permitted to change the optional subjects (where practicals are not involved) on or before 28.08.2014. No change shall be permitted after this date.

d) **Second Language by Private study**

The Principals of various degree colleges are required to notify in the beginning of the academic year with regard to the second language (s) that are offered at the Colleges. The students seeking admission to 1<sup>st</sup> year of the Degree Courses be instructed to opt the Second Language available in the College. However, those who are not conversant with the Second Language offered at the College shall have to take the permission of the University for Exemption from putting in attendance and to appear at the University Examination privately in that second language by applying to the University in the prescribed Application Form. The Principals concerned are requested to forward the applications of such candidates with a consolidated list along with prescribed fees of Rs.1000/- each payable through Demand Draft in favor of the **Registrar, Osmania University**, on or before **the end of 1<sup>st</sup> term of 1<sup>st</sup> year (i.e. 01-10-2014)**. Requests of candidates who apply after the above date will not be **entertained**.

In case the number of students opting for a particular second language in a college is (10) or more, the College should make necessary teaching arrangements in that second language and the colleges should seek affiliation in the subject concerned. No relaxation would be given in regard to the number exceeding (9) and the Principals will have to take the responsibility for the consequences arising out of admissions made beyond ceiling prescribed by University, as such, candidates will not be allowed to take the University Examinations.

13. **ADMISSION OF FOREIGN STUDENTS:**

Admission of foreign student's into 1<sup>st</sup> year of the 3-year Degree course shall be finalized by the Director, University Foreign Relations Office, Osmania University and allotted to colleges. **No College shall admit any foreign student directly without being allotted by the Director, UFRO.** Any deviation in the prescribed procedure will be viewed seriously and necessary action would be taken against the erring colleges.

14. **ATTENDANCE**

Every candidate is required to put in a minimum 75% attendance in order to appear for the University Examinations. Shortage of attendance to the extent of 10% will be condoned by the University on Medical grounds and on payment of the prescribed fee of Rs.500/- for Year-wise Course and Rs.250/- for Semester Course. If any candidate does not put in the required attendance he/she shall not be permitted to appear for the Examination.

However, in respect of Women candidates who seek condonation of attendance due to pregnancy, the Vice-Chancellor may condone the deficiency in attendance to the extent of 15% (as against 10% condonation for others) on medical grounds subject to submission of medical certificate to this effect. Such condonation shall not be availed twice during the course of study.

The Principals have to forward the requests for grant of condonation of shortage in attendance to the University well in advance i.e. within one week from the last date of instruction (**within one week from 07.02.2015 for II & III year students and 21.02.2015 for I year students**). No requests for the grant of condonation of shortage in attendance will be accepted after commencement of examinations. Further, in case it is found that any college allows the candidates directly to appear for the examination against the rules, the results of such candidates shall not be declared by the University and the colleges will be held responsible for the lapse.

15. **ADMISSION TO ANOTHER DEGREE COURSE:**

Candidates who have completed a particular Degree course in a Faculty from the University, shall not be allowed to seek regular admission, in view of the fact that the students seeking fresh admission, for the first time will be deprived of the opportunity and that there is a provision for appearing at the Under Graduate Degree Examination through the Centre for Distance Education Osmania University.

16. **TIME LIMIT TO COMPLETE THE COURSE:**

Candidates who have joined Degree Course are required to complete the course within double the duration of the period i.e. six years from the date of admission.

17. Candidates who would be seeking admission to Ist year Degree course are required to undergo instruction in Indian Heritage and Culture in I year, Environmental Studies in II year and Science & Civilization in their III year and pass the examination, without which they will not be eligible for award of Degree.

18. **LIST OF ADMITTED CANDIDATES TO BE SUBMITTED:**

The final list of admitted candidates into Ist year of 3 year Degree course data to be uploaded on online. One hard copy with a Certificate (to the effect that all the admissions have been made in accordance with the rules and that no admissions are made contrary to the rules) should be submitted to the Director, Directorate of Academic Audit, Osmania University along with prescribed fee on or before 12.09.2014 and with a penalty of Rs.500/- per day up to 20.09.2014.

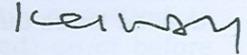
19. **CANCELLATION OF IRREGULAR ADMISSIONS:**

All irregular admissions made by the principals are liable to be cancelled by the University, whenever detected, without giving any notice. The Principals shall be held responsible for the consequences arising out of cancellation of such irregular admissions.

**The Principals are requested to adhere to the above guidelines strictly while making admissions. Any deviation will be viewed seriously.**

Please acknowledge receipt of this letter.

Yours faithfully,



REGISTRAR

Copy to:

1. The Director, Directorate of Academic Audit, OU.
2. The Dean, Students Affairs, OU.
3. The Controller / Additional Controller (UG) of Examinations, OU.
4. The Public Relations Officers, OU.
5. The Director, University Foreign Relations Office, OU.
6. The Director, (Infrastructure), OU, with a request to put in at the Univ. website.
7. The Secretary to the Vice-Chancellor, OU.
8. The P.A. to Registrar / Officer on special Duty, OU.



OSMANIA UNIVERSITY  
HYDERABAD -500 007

No: 474/D/2014/Acad.III.

Date: 14-05-2014.

To  
All the Principals of Constituent and Affiliated  
(Both Government and Private) Degree Colleges  
Under the jurisdiction of **OSMANIA UNIVERSITY.**

Sub:- ADMISSIONS – Admission on Transfer of students into II  
and III year of Undergraduate Courses during the academic  
year 2014-2015 – Instructions – Issued.

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Sir/Madam,

The Degree Colleges are re-opening after summer vacation on 2<sup>nd</sup> June, 2014 for the academic year 2014-2015 and II and III year classes are also commencing from 9<sup>th</sup> June' 2014. Candidates who have completed their I or II year degree courses in the Colleges under the Jurisdiction of Osmania University as well as from other Universities would be applying for transfer into II and III year in Degree Colleges of O.U., due to several reasons.

The University has formulated the guidelines for regulating the Admission on Transfer of the above categories of students into the Colleges under the Jurisdiction of Osmania University, which are furnished below:-

**(A) FROM ONE COLLEGE TO THE OTHER COLLEGE WITHIN THE JURISDICTION OF OSMANIA UNIVERSITY:-**

1. **TRANSFERS ARE NOT PERMISSIBLE** in the following cases:

- a. TRANSFERS INTO FIRST YEAR DEGREE COURSE.
- b. TRANSFERS FROM ONE COLLEGE TO ANOTHER COLLEGE WITHIN THE TWIN CITIES (HYDERABAD AND SECUNDERABAD)
- c. TRANSFERS FROM DISTANCE EDUCATION MODE TO REGULAR COLLEGES.

2. Transfers are permitted only into II/III year of Degree Course (with due consent of principals concerned and subject to availability of seats) with the prior approval of the University from one District to another District OR from District to City or vice-versa under the jurisdiction of OU and within Ranga Reddy and Medak Districts, if the distance from one college to another college in which the candidate is seeking admission is more than 30 kilometers. Candidates shall be admitted on transfer to the same course / combination / Medium which they have studied in 1<sup>st</sup>/ 2<sup>nd</sup> year degree course at the parent College. **Change of Group/Combination / Optional / Medium is not permissible.**

3. **Admission on transfer shall not be made by the principals directly without the prior approval of the University.**

4. Candidates are required to pay of Rs.1000/- (Rupees one thousand only) towards transfer fees payable through D.D. drawn in favour of Registrar, Osmania University from Nationalized Banks only.

5. Transfer applications **shall not be** entertained without the following:

- i) Consent of the Principals concerned
- ii) Xerox copies of the Memorandum of Marks of I / II year Degree course.
- iii) Demand Draft for Rs.1000/- in favour of 'Registrar, Osmania University.'
- iv) **Copy of the Affiliation orders** of the college in which the candidate is seeking admission on transfer.

***(Note: Before giving the consent, the Principal of the College into which the candidate is seeking admission on transfer should ensure that the Course/Combination/Medium of instruction pursued by the student in the parent college is also available in their institution)***

6. Transfer Applications received after the last date prescribed shall NOT be entertained.

**NOTE:- THE UNIVERSITY RESERVES THE RIGHT TO CANCEL ADMISSION OF THE CANDIDATE AT ANY STAGE AS AND WHEN DETECTED THAT THE ADMISSION ON TRANSFER IS AGAINST THE RULES.**

**(B) FOR TRANSFER OF STUDENTS INTO 2<sup>nd</sup>/3<sup>rd</sup> YEAR DEGREE COURSES FROM OTHER UNIVERSITIES:**

1. TRANSFERS ARE **NOT PERMISSIBLE** IN THE **1<sup>st</sup> YEAR** OF THE DEGREE COURSE.

2. Transfers into 2<sup>nd</sup> / 3<sup>rd</sup> year of B.A./ B.Com /BBA / B.Sc courses from other Universities will be considered subject to the following conditions:

- a. The degree course and the University in which the candidate is pursuing his/her studies should have been recognized by the Osmania University.
- b. At least 2/3<sup>rd</sup> of syllabus of the 1<sup>st</sup>/2<sup>nd</sup> year subjects studied by the candidate at the parent University should be equivalent with the syllabus of the Osmania University. Candidates, should have completely passed the 1<sup>st</sup> / 2<sup>nd</sup> year examination at the parent University OR they should be eligible for promotion to 2<sup>nd</sup>/3<sup>rd</sup> year degree course as per rules and regulations of Osmania University viz., should have passed at least 50% of the subjects/papers.
- c. Candidates shall be admitted on transfer at Osmania University to the same Course/Combination/Medium which they have studied in 1<sup>st</sup>/ 2<sup>nd</sup> year degree course at the parent University. However, if any Subject or Combination studied by the candidate is not available at O.U., the candidate may be considered for admission by changing such Subject or Combination by appearing all the papers of I / II year of such Subject or Combination at OU.
- d. Candidates may be granted exemption from appearing and passing in such of those papers which are found equivalent and which they have passed at the parent University. These papers will not be counted as backlog papers for purpose of promotion to next higher class.
- e. (i) Candidates are required to appear and pass the papers of 1<sup>st</sup>/2<sup>nd</sup> year (both Theory and/ Practicals as the case may be) by securing a minimum of 36% of pass marks as per OU requirement. Those candidates who have secured less than 36% marks but declared passed as per the parent University rules, are required to appear in those papers from OU and secure a minimum of 36% marks for considering them as Pass as per OU rules for award of degree by Osmania University.

- (ii) In spite of the fact that the candidates are promoted to next higher class at the parent University as per their rules, they will be considered for admission into 2<sup>nd</sup> / 3<sup>rd</sup> year, only if they fulfill the OU rules for promotion into next higher classes i.e., where candidates carry a total number of backlog papers NOT EXCEEDING 50% of the papers of the previous years (including practical's wherever applicable).
- f. In case where the candidates have passed I / II year examination, which is a house examination conducted by the college and not by the University, the Osmania University will not give any credit to the papers passed in such a house examination and the candidates will have to appear for all the papers of I/II year at OU.
- g. Candidates are required to submit a certified copy of the detailed syllabus of the course pursued by them at the parent University in order to establish equivalence of the subjects for considering exemption.
- h. Once the candidates are granted admission on transfer into Osmania University they will be treated as students of this University. They have to appear and pass in (a) papers in which they failed or (b) where the syllabus is not equivalent, from Osmania University only and not from the parent University. Any examination appeared/passed from the parent University after the transfer will not be considered as valid. **No consolidated memo will be issued to the candidates transferred from other Universities.**
- i. **No Principal shall admit candidates directly on transfer without the prior approval of the University.** If any such admissions are made, they will not be taken in cognizance and the principals shall be held responsible for consequences on such irregular admissions.
- j. **No candidate shall be granted admission on transfer provisionally for the reason that their results have not been declared or that they do not possess memorandum of marks/syllabus.**
- k. In case where the candidates have not studied/appeared the compulsory subject's part-I viz., General English, Second Language and Indian Heritage & Culture and Environmental Studies in I / II year at the parent University, they are required to appear and pass the same at the immediate next examinations from Osmania University.
- l. Applications for admission on transfer shall not be considered unless they are accompanied with the following:
- (i) Xerox copies of Memorandum of marks of I/II year degree course of the parent University. **(Net Memos are not accepted)**
  - (ii) Demand Draft for **Rs.1500/-** (for the students seeking admission on transfer from Universities **within the State**) and **Rs.3000/-** (for the students seeking admission on transfer from Universities **outside the State**) drawn in favour of "REGISTRAR, OSAMANIA UNIVESITY" (from Nationalized banks only).
  - (iii) Certified copies of the Syllabus of I/II degree course year studied at Parent University.
  - (iv) **Copy of the Affiliation orders** of the college in which the candidate is seeking admission on transfer.

**NOTE: THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THE ADMISSION OF THE CANDIDATE AT ANY STAGE AS AND WHEN DETECTED THAT THE ADMISSION ON TRANSFER IS AGAINST THE RULES.**

Candidates seeking admission are required to submit the prescribed application form which can be had from the **Director, University Press & Publications, Osmania University Campus, OU.**, on payment of **Rs.20/-** (Rupees Twenty only) (**Form "A"** Transfer of students from one college to another within the University and **Form "B"** transfer of students from other Universities (within and outside the state) to Osmania University.

The Principals are required to give their consent for admission on transfer of the student in the column provided in the application form, which is pre-requisite to consider their applications for issue of Orders by the University. Such transfers should not in any way exceed the approved strength of that particular course/combination permitted by the University.

Principals are requested to ensure that the admission on transfer is in order and as per the rules and the course and combination passed by the candidates in Parent College / University is available in their college and then only they should give their consent on the application forms with their signatures and College stamps duly showing the district in which the college is situated and also with a mention of the ceiling (i.e. Approved strength), Combination and the number of Students after admission of that particular transfer. **(Please ensure that a mention is made in the stamp about the District i.e. R.R.District/Hyderabad/District Town etc., as the case may be).**

**(C) The Schedule for admission on transfer into II/III degree courses is as follows:-**

a)	Last date for submission of application forms	--	07-07-2014
b)	Last date with penalty of Rs.500/-	--	21-07-2014
c)	Last date with penalty of Rs.1000/-	--	28-07-2014
d)	Cut-off date for joining into 2 <sup>nd</sup> /3 <sup>rd</sup> year Degree course on transfer	--	04-08-2014

**NO APPLICATION SHALL BE ENTERTAINED AFTER 28.07.2014.**

**No student be admitted on transfer by the Colleges directly without obtaining prior approval/orders of the University under any circumstances and the College shall be held responsible for violation. Any student admitted so, will not be permitted for the University Examination.**

Applications without the consent of the Principals, without details will not be entertained/considered by the University.

All the Principals are requested to follow the above instructions scrupulously and inform the students who are desirous of seeking admission on transfer accordingly.

Yours faithfully,

  
REGISTRAR

**Copy to:-**

1. The Dean, Faculty of Arts / Science / Social Sciences & Commerce, OU.
2. The Director, University Publications & Press, OU.
3. The Dean Students Affairs, OU.
4. The Director / Joint Director, Directorate of Academic Audit, OU.
5. The Controller / Addl. Controller of Examinations, OU.
6. The Secretary to Vice-Chancellor / The P.A. to Registrar/Officer-on-Special Duty, OU.
7. The Director, (Infrastructure), OU, with a request to put in at the Univ. Website.