



No. 402/M.B.A & M.C.A./Exams/2025

Dated: 10-01-2025

NOTIFICATION

1. All the candidates of **M.B.A. & M.C.A.** belonging to University Campus College, PG centers and affiliated colleges of Palamuru University are hereby informed that the Examinations of **M.B.A. & M.C.A. I-Semester (Regular/Backlog/Improvement) & III-Semester (Regular/Backlog)** are scheduled in the month of **February, 2025. The detailed Time-Table will be notified in due course.**
2. PAPER-WISE IMPROVEMENT IS PERMITTED FOR MBA & MCA I-SEMESTER CANDIDATES (2023 Batch only) COMPLETING I-SEMESTER EXAMINATIONS AT A TIME ONLY.
3. **Candidates belonging to the academic year 2018-19 and prior to this academic year should not apply for any of their backlog paper(s).**
4. Further, it is informed that the candidates of M.B.A. & M.C.A. who were admitted during the Academic year 2019-20 & 2020-21 (i.e., 2019 Batch & 2020 Batch), have to PAY ₹. 1000/- for each backlog paper in addition to normal examination fee.
5. This is the last chance for the candidates admitted during the academic Year 2019-2020 to appear for the backlog examinations.
6. The payment of examination fee and submission of examination application forms (EAF) is as follows: -

DETAILS OF EXAMINATION FEE:

I-Semester Regular

All papers : Examination fee ₹. 2300/-+ Memorandum of marks ₹. 100/-+
One-Time Processing Fee ₹. 400/-= ₹. 2800/-

III-Semester Regular

All papers : Examination fee ₹. 2300/-+ Memorandum of marks ₹. 100/-= **₹. 2400/-**

Backlog

More than two papers : Examination fee ₹. 2300/-+ Memorandum of marks ₹. 100/- = **₹. 2400/-**
Up to two papers : Examination fee ₹. 1150/-+ Memorandum of marks ₹. 100/- = **₹. 1250/-**

Improvement : **Examination Fee + ₹. 100/- per paper +Memorandum of Marks ₹. 100/-**


Description	Last dates	
	Without late fee	With late fee of ₹. 300 /-
<u>For Students:</u> Payment of Examinations fee and Submission of Examination application forms at their respective colleges.	23-01-2025	27-01-2025
<u>For Colleges:</u> 1. Remittance of consolidated Examination fee to the Registrar, Palamuru University, Exam Fee Fund A/C No. 62078258948	24-01-2025	28-01-2025
2. Submission of examination application forms to the Examination Branch, PU.	28-01-2025	

GENERAL CONDITIONS TO THE PRINCIPALS: -

1. Filled in application forms (attached with a photocopy of qualifying examination) duly signed by the student and the Principal concerned should be submitted to the examination branch before the last date. The submission of application(s) after the last date will attract penalty of **₹. 1000/- per day**. Xerox copies of Examination application forms & photographs will not be considered.

2. **Principals are requested not to forward/submit the EAF of ineligible candidates. The results of ineligible candidates will be cancelled even though they have appeared for the examination(s).**
3. The Principals are requested to pay the examination fee for the received application forms only and not to pay the fee for un-received application forms. Any excess fee paid is not refundable.
4. Principals are requested to verify and forward all the application forms immediately along with the Name List (Nominal Roll) in prescribed Proforma, subject wise data & fee particulars in duplicate.
5. **The college will be held responsible for any mistake committed while filling the Candidate name, mother-name, father-name, and paper title (Theory & Practical). IN CASE OF ANY MISTAKE ₹. 500/-will be levied as fine for rectification of each error.**
6. Fresh candidates appearing for I-Semester shall enclose Xerox copies of their qualifying degree certificates (i.e., Provisional and/or Convocation certificates) duly attested by the Principal of college concerned. The other University candidates should enclose their Original Migration Certificate together with a fee of ₹. 200/- in addition to the Examination fee. Backlog candidates appearing for I-Semester shall enclose Xerox copies of semester memorandum of marks.
7. The Principals are requested to submit **COMPULSORILY** the following documents, otherwise their forms will not be accepted.
 - i. The Name List (Nominal Roll) in prescribed proforma, subject-wise data & fee particulars induplicate.
 - ii. A copy of PU Affiliation Orders for the Academic Year 2024-2025.
 - iii. NO DUE CERTIFICATE from Academic Branch, PU.
 - iv. List of Candidates approved by The Director, Academic Audit Cell, P.U.
8. **Not to collect the Exam fee (In case of I- Semester Regular Collect memo & processing Fees, & for I-Semester Backlog, Collect memo fee only) from the Visually Challenged, Physically Challenged, Hearing Impaired & Orally Challenged students. A Xerox Copy of Medical Certificate confirming their status as Physically Challenged (Minimum percentage of disability must be of 40%) must be attached to the Application forms. These Students' Application forms should be submitted separately along with Separate Nominal Roll.**
9. All the students are hereby instructed to deposit Examination fee into their respective College Principal's Accounts only and are advised not to obtain the DD in favour of "Controller of Examinations", PU.
10. The concerned Principals are required to Transfer (Cash Deposits and Challans are not accepted) the fee amount into **Registrar, Palamuru University Exam Fee Fund A/c No. 62078258948 (SBI, Ganesh Nagar Branch, Mahabubnagar, IFSC Code: SBIN0016375)** through RTGS / NEFT, obtain a receipt from the bank and submit the same to the Examination Branch, PU along with the application forms.
11. Last date for the submission of application forms, nominal rolls and the particulars of the fee paid to the Controller of Examinations, PU is **28-01-2025.**
12. This notification is available on website www.palamuruuniversity.com.


ACOE


Controller of Examinations

Copy to:

- 1) The Principal of concerned Colleges,
- 2) The Joint Director, Directorate of Academic Audit, P.U.,
- 3) The Additional Controller of Examinations (Confidential), P.U.,
- 4) The Secretary to Vice-Chancellor, P.U.,
- 5) The P.A. to Registrar, P.U.,

NOTE:- Corrections in the Press Note, if any, may be brought to the notice of the Controller of Examinations, PU within (3) days.