



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
KAKATIYA UNIVERSITY
WARANGAL - 506 009**

No.1134 /E2/KU/2016

12-02-2016

NOTIFICATION

It is hereby notified for the information to all the candidates pursuing courses of BCA I year, II Year II Semester and III year II Semester Regular / Ex and Improvement of this University who desire to appear for the above Examinations to be held in the month of **March/April/ May- 2016**, that the last dates for payment of examination fee and submission of application forms at their respective colleges are as shown below:

1. Without late fee 20-02-2016
2. With a late fee of ₹ 50/- 25-02-2016
3. With a late fee of ₹ 250/- 29-02-2016

Fee Particulars

COURSE	I year	II Year	III Year
	₹	II Semester ₹	II Semester ₹
B.C.A (Regular)	-	800+20*	820 +100 **
B.C.A (Ex. Candidates) For 3 or more papers	800+20*	800+20*	800+20*
Upto 2 papers	580+20*	580+20*	580+20*
Improvement each Subject	300+20*	300+20*	300+20*

* - Memo Charges, ** Consolidated memo and provisional certificate charges

Instruction to Students

1. In case of late registration and submission of application form, separate fine for each year should be remitted.

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2. Only single application form should be used by each candidate irrespective of the year/years for which he/she desires to register as Ex. / Improvement candidate.
3. Application form(s) **will not** be accepted directly from any candidate or from the Principal after the due date.
4. The students can obtain application forms from their respective colleges.
5. Fee once remitted **will not** be refunded or adjusted under any circumstances. Therefore, the candidates should confirm their eligibility by going through the rules and before the remittance of examination fee.
6. In case the students transfer from one college to the other, transfer orders should be enclosed with Nominal Rolls.
7. The date of Commencement of Examinations and the detailed Time-Table will be notified in due course.
8. Manual Application forms should be submitted along with three passport size photos attested by the principal.

Guidelines for Principals

1. To obtain the application forms the **Director, Publication Cell, Kakatiya University, Warangal** on payment of prescribed amount.
2. Following is the schedule for submission of forms and nominal rolls.

Fee Particulars	Last date for payment of exam fee	Last date for consolidated payment of fee by the Principal (through D.D.)	Last date for submission of application forms along with nominal rolls & D.D. to the C.O.E.
Without Late Fee	20-02-2016	22-02-2016	23-02-2016
With a late of 50/-	25-02-2016	26-02-2016	27-02-2016
With a late of 250/-	29-02-2016	01-03-2016	02-03-2016

3. Submit the application forms as per the above schedule without fail otherwise **penalty** ` **5000/-** will be imposed.
4. Application forms should be submitted along with
 - i. 1 Soft copy and 3 hard copies of nominal rolls in the prescribed proforma.
 - ii. No dues certificate from the Academic Branch, KU.
 - iii. No dues certificate from Dean, College Development Council, KU.
 - iv. No dues certificate from Dean, Academic Affairs, KU.

5. The candidates with late fee of ` 250/- should be directed to remit the examination fee and late fee directly in the form of D.D. drawn in favour of the “**Registrar, Exams A/c. KU**” Fee remitted in other modes and applications sent after the prescribed dates **will not** be accepted under any circumstances and will summarily be rejected. Late fee (` .250/-) forms should be submitted to the Controller of Examinations on or before **02-03-2016**, through college nominal rolls.
6. Every application must possess a receipt of payment issued by the college towards examination fee collected from the candidate, (Except late fee of ` 250/- forms) failing which it will not be accepted.
7. Application forms should be scrutinized and signed by the Academic Coordinator of the college in accordance with the guidelines and instructions issued and should be tied separately in chronological order. Applications of not eligible candidates are liable for rejection at any stage whenever they are detected. For this, the University will not be held responsible in any manner.
8. Payment of fee must be in the form of consolidated **Demand Draft course wise** only. Any other mode of payment is not accepted.
9. The application forms of the candidates who have put in the required percentage of attendance only to be forwarded to the University.
10. Application forms **will not** be accepted from the colleges after **02-03-2016**.



(PROF. P. MALLA REDDY)

ADDL. CONTROLLER OF EXAMINATIONS



(PROF. K. PURUSHOTHAM)

CONTROLLER OF EXAMINATIONS

Copy to:

1. The Dean, Faculty of Science, KU.
2. The Dean, College Development Council, KU.
3. The Dean Academic Affairs, KU.
4. The Head, Department of Informatics, KU.
5. The Chairperson, Board of Studies in Informatics, KU.
6. The Director, Publication Cell, KU. With a request to issue the Manual forms to I, II and III Year and Ex-Candidates.
7. The Finance Officer, KU.
8. The Joint Registrar (Academic/Administration), KU.
9. The Manager, State Bank of Hyderabad, KU.
10. The Secretary to Vice-Chancellor, KU.
11. The P.A. to Registrar, KU.
12. All the Sections of Examinations Branch, KU.
13. The Public Relation Officer, KU.
14. The Director, Student Welfare Centre, KU.