



CONTROLLER OF EXAMINATIONS  
OSMANIA UNIVERSITY  
Hyderabad – 500 007. A.P.  
Tel: 27098072 / 27682293  
Fax: 27098123

(Re-Accredited by NAAC with 'A' Grade)

**Date: 10/01/2014**

## **INFORMATION PERTAINING TO UG / PG EXTERNAL EXAMINATIONS**

### **Requirements for obtaining various certificates**

#### **(1) For obtaining BA / B.Com Degree Certificate(External):**

- i) Original Registration Card / Original Hall Tickets
- ii) Two (2) Passport size Photos- One to be affixed on the Application Form
- iii) Xerox Copies of Memo of Marks along with Xerox copy of Inter / 10+2 Certificate
- iv) Photo I.D. Proof: PAN Card, Election Identity Card, Aadhaar Card.
- v) Demand Draft of Rs. 1600/- + 100 (Postal Charges) + 1000/- (Urgent Charges)

#### **(2) For obtaining MA / M.Com / M.Sc.(Maths) Degree Certificate (External):**

- i) Original Registration Card / Original Hall Tickets
- ii) Two (2) Passport size Photos- One to be affixed on the Application Form
- iii) Xerox Copies of Memo of Marks along with Xerox copy of Inter / 10+2 Certificate
- iv) Photo I.D. Proof: PAN Card either Election Identity Card either Aadhaar Card.
- v) Xerox copy of Previous Course Degree Certificate i.e. B.A. / B.Com / B.Sc.
- vi) Demand Draft of Rs. 1600/- + 100 (Postal Charges) + 1000/- (Urgent Charges)



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**(3) For obtaining a “Certificate” in lieu of lost / damaged Degree Certificate**

**(External):**

- i) Original Registration Card / Xerox copy of the Registration Card
- ii) Two (2) Passport size Photos- One to be affixed on the Application Form
- iii) Xerox Copies of Memo of Marks along with Xerox copy of Inter / 10+2 Certificate
- iv) Photo I.D. Proof: PAN Card either Election Identity Card either Aadhaar Card.
- v) Xerox copy of Previous Course Degree Certificate i.e. B.A. / B.Com / B.Sc.
- vi) FIR / Complaint & Police Enquiry Report
- vii) Affidavit on a Non Judicial Stamp Paper of Rs. 100/- as per the Performa enclosed to the Application Form duly signed by the Notary.
- viii) Demand Draft of Rs. 4500/- + 100 (Postal Charges)

**(4) For obtaining Migration-cum-Leaving Certificate(External):**

- i) Xerox of Original Degree Certificate or Memo of marks
- ii) Original / Xerox of Registration Card
- iii) Hall Ticket / Memo of Marks with Regn. Card for failed / discontinued candidates
- iv) Demand Draft of Rs. 350/- + 100 (Postal Charges)

**(5) For obtaining Duplicate Migration-cum-Leaving Certificate(External):**

- i) Xerox of Original Degree Certificate or Memo of marks
- ii) Original / Xerox of Registration Card
- iii) Hall Ticket / Memo of Marks with Regn. Card for failed / discontinued candidates
- iv) FIR / Complaint & Police Enquiry Report
- v) Affidavit on a Non Judicial Stamp Paper of Rs. 50/-
- vi) Demand Draft of Rs. 1100/- + 100 (Postal Charges)



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**(6) For obtaining Memo of Marks (External):**

- i) **Original / Xerox of Hall Ticket of HT.No. with Month & Year of Examination.**
- ii) **Demand Draft of Rs. 350/- + 100 (Postal Charges)**

**(7) For obtaining Transcripts (External):**

- i) **Xerox copy of the required documents i.e. Degree certificate, Memo etc.**
- ii) **Demand Draft of Rs. 50/- for each copy of Degree, Memo etc. (Demand Draft of consolidated Amount acceptable + Rs. 100/- (Postal charges))**



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## **INFORMATION PERTAINING TO UG / PG EXTERNAL EXAMINATIONS**

Osmania University External Examinations were constituted by the Osmania University in 1973, to realize the concept of Non-formal continuing education. The examinations were very popular with the passage of time as they were convenient to women tied down to their homes, the isolated students far from seats of learning, city students unable to secure admission in regular colleges or those who had to discontinue for various reasons, workers on rotating shifts, military personnel, teachers and others.

The Osmania University conducted external examinations for the following Courses:

B.A./B.Com. Twice in a year, usually in March / April and in Oct. /Nov.

M.A /M.Com /M.Sc. (Maths) Once in a year, usually in December.

However, as per the directions of the UGC, New Delhi, the Osmania University decided to discontinue the External Examinations System with effect from the Academic Year 1996-97 and no fresh registrations were allowed.

The candidates registered during 1995 and earlier were permitted to appear for the examinations upto **April, 1999** in case of B.A./B.Com External Courses and upto **December, 1998** in case of M.A. / M.Com. / M.Sc (Maths) External Courses to clear the backlogs.

Sd/-

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