



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

No. /MGU /B. Tech. /Exams/2021-22

Dated: 07.12.2021

**B. Tech. Backlog Fee Notification**

1. It is hereby notified for information of all the Backlog candidates of the Campus College B. Tech. Non CBCS- 2013-14 admitted batch to 2015-16 admitted batch, CBCS 2016-17 & 2017-18 admitted batches that, the students who have undergone the Final Semester of the courses are Eligible to write these examinations.
2. CBCS Semester I, II, III, IV, V, VI, VII and VIII (for VIII Only 2016-17 Batch are eligible)
3. Non CBCS I year, II-I, II-II, III-I, III-II, IV-I, IV-II Semesters
4. Examinations are scheduled in the month of **January 2022**. The detailed Time-Table will be notified in due course. The schedule for payment of examination fee and submission of examination application forms at the respective college is given below:-

Descriptions	Last Date	
	Without late fee	With late fee of Rs.200/-
<b>To Students</b> Payment of Examinations fee and submission of Examination application forms at their respective colleges.	22.12.2021	24.12.2021
<b>To Colleges</b> 1. Preparation & Submission of E.A.F. Online	23.12.2021	27.12.2021
2. Remittance of consolidated Examination fee through a SBI Challan Account No.62422450289 (Bank Code No. 21270)	23.12.2021	27.12.2021
Submission of printed EAF form along with NR & Fee Abstract etc to the Exam Branch, MGU	29.12.2021	
<b>Note: No application will be accepted after the last date of submission from any college and also honored direction from any corner</b>		

**Details of Examinations Fee:**

Particulars	Fees for All Papers	Up to 3 Papers
Without Late Fee	Rs. 1100/- + Rs. 60 Memo Charges	Rs. 560 + * 60 Memo Charges
With Late Fee	Rs. 1300/- + Rs. 60 Memo Charges	Rs. 760+ * 60 Memo Charges

(A) The Principal is requested to pay the collected fee, through a SBI Challan Account No. 62422450289 (Bank Code No. 21270) on or before **29.12.2021**.

(B) Please submit the enclosed fee Abstract, otherwise the forms will not be accepted.

(C) Fee once paid cannot be refunded or adjusted for any future examinations.

### **SPECIAL INSTRUCTIONS TO THE COLLEGE PRINCIPAL**

- The College login will be closed after the last date
- The late fee amount will be levied automatically in case the fee is not remitted to the MGU A/c and forms are not submitted as per the above schedule.

### **Note:**

1. The exact date of commencement of the Examinations and detailed time table will be notified in due course.
2. The Examination application forms of students are to be submitted online through college login. Also, hardcopy of the same may be downloaded and submitted to the examination branch duly signed by the student and the Principal concerned along with photocopy of Qualifying Examination.
3. The Examination fee once paid by the candidate/college will not be refunded or adjusted.
4. The Principals of the Under-Graduate colleges of Mahatma Gandhi University are requested to:
5. Not to collect the Exam fee from **Visually Challenged, Differently abled, hearing impaired Blind, Physically Disabled, Deaf & Dumb students as per Government Orders**, Copy of Medical Certificate confirming their status as disabled Handicapped. (Minimum percent age of disability must be of 40%) must be attached to the Application forms. Blind, Physically Disabled, Deaf & Dumb Students Application forms should be submitted separately along with Separate Nominal Roll.
6. Inform the students that the examination fee & application forms will not be accepted after the due date.
7. Instruct the students to enclose the photo copies (Xerox copies) of the memorandum marks of qualifying examination to verify the eligibility.
8. Note that the Hall Ticket No allotted to a candidate at the time of admission shall not be changed or allotted to another candidate, even if the first candidate has cancelled his/her admission.

**Nominal Rolls:** One hard copy of nominal rolls (consolidated list of candidates) generated using the Students online information System after due verification by the Principal and signed by the Director, Directorate of Academic Audit, MGU.

**Subject-wise Data** of registered candidates in the prescribed proforma, which must match with that of the forms which are submitted.

**No Dues certificate** issued by the Academic Branch, MGU.

**Clearance Certificate** from the Director, Directorate of Academic Audit, MGU.

Fees abstract (in duplicate) the first copy to be submitted to the Examination Branch, MGU and the second copy of the concerned Sections.

**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.