



**OSMANIA UNIVERSITY  
HYDERABAD - 500 007**

No: 723/E/2023/Acad.III.

Date: 19-07-2023.

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 & III  
year (3<sup>rd</sup> & 5<sup>th</sup> semesters) of Undergraduate Courses during  
the academic year 2023-2024 - Instructions – Issued.

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Sir/Madam,

The class work of (II year 3<sup>rd</sup> semester & III year 5<sup>th</sup> semester) of under graduate programs is scheduled to be commenced from 27-07-2023 for the academic year 2023-2024. The candidates who have completed their I year (1<sup>st</sup> & 2<sup>nd</sup> semesters) and II year (3<sup>rd</sup> & 4<sup>th</sup> semesters) of degree program in the Colleges under the Jurisdiction of Osmania University, as well as from other Universities would be applying for admission on transfer into Degree Colleges of OU due to several reasons.

The University has framed certain guidelines for regulating the Admission on Transfers 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 OF OSMANIA UNIVERSITY:-**

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

- a. TRANSFERS INTO FIRST YEAR DEGREE COURSE.
- b. MIDDLE OF THE SEMESTERS OF THE COURSE
- c. TRANSFERS ARE NOT PERMISSIBLE FROM AUTONOMOUS TO AUTONOMOUS
- d. TRANSFERS FROM ONE COLLEGE TO ANOTHER COLLEGE WITHIN THE TWIN CITIES (HYDERABAD AND SECUNDERABAD)
- e. TRANSFERS FROM DISTANCE EDUCATION MODE TO REGULAR COLLEGES.

2. Transfers are permitted only into II & III year (3<sup>rd</sup> & 5<sup>th</sup> semesters) of degree program (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 Medchal, Ranga Reddy, Vikarabad, Medak, Siddipet and Sangareddy Districts, only 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 I year degree program 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 prior approval of the University.**

4. **Applications for admission on transfers shall not be considered unless they are accompanied with the following:**
- i) Consent of the Principals concerned
  - ii) Xerox copies of the Memorandum of Marks of I year (1<sup>st</sup> & 2<sup>nd</sup> semesters) to seek admission on transfer into II year III semester and Xerox copies of marks memos of I,II,III&IV semesters to take admission on transfer to III (V sem.) of degree course.
  - iii) Demand Draft for **Rs.2000/-** drawn in favour of '**The Registrar, Osmania University' Hyderabad** from any Nationalized Bank.
  - 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)***

**(B) FOR TRANSFER OF STUDENTS INTO II & III year (3<sup>rd</sup> & 5<sup>th</sup> semesters) DEGREE COURSE FROM OTHER UNIVERSITIES:**

1. TRANSFERS ARE **NOT PERMISSIBLE** IN THE **1<sup>st</sup> YEAR** OF THE DEGREE PROGRAM.
2. Transfers into II & III year (3<sup>rd</sup> & 5<sup>th</sup> semesters) of B.A/B.Com./BBA/B.Sc./BCA/BSW programs from other Universities will be considered subject to the following conditions:
  - a. The degree program in the University in which the candidate is pursuing his/her studies should has been recognized by the Osmania University.
  - b. At least 2/3<sup>rd</sup> of syllabus of the I/II year subjects studied by the candidate at the parent University should be equivalent with the syllabus of Osmania University. Candidates should have completely passed the I/II year examination at the parent University OR they should be eligible for promotion to II/III year degree Program as per rules and regulations of Parent University (Affiliated / Autonomous) colleges.
  - c. Candidates shall be admitted on transfer at Osmania University to the same Combination/ Medium which they have studied in I/ II year degree program at the parent University. However, if any Subject or Combination studied by the candidate is not available at OU the candidate may be considered for admission by changing such subject or combination by appearing all the papers of 1<sup>st</sup> / 2<sup>nd</sup> year of such subject or combination at OU as per Syllabi.
  - 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.
  - e. Candidates are required to appear and pass the papers of I year (1<sup>st</sup> & 2<sup>nd</sup> semesters) of both Theory and/ Practical's as the case may be, by securing a minimum of pass marks/grades as per OU requirement. Those candidates who have secured less than qualifying marks/grades but declared passed as per the parent University rules, are required to appear those papers from OU again and secure a minimum qualifying marks/grades for considering them as Pass as per OU rules for award of degree by Osmania University. These papers will not be counted as backlog papers for the purpose of promotion to next higher class.
  - 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 house examination and the candidates will have to appear for all the papers of I/II year at OU as per the syllabi in vogue.

- g. Candidates are required to submit a certified copy of the detailed syllabus / scheme and promotion rules of the program 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, with that of Osmania University. Any examination appeared/passed from the parent University after the transfer shall 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 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 subjects in I year (1<sup>st</sup> & 2<sup>nd</sup> semesters) General English, Second Language and 2 papers of AECC at the parent University, they are required to appear and pass the same at the immediate next examinations from Osmania University.
  - l. In case where the candidates have not studied/appeared the compulsory subjects in II year (3<sup>rd</sup> & 4<sup>th</sup> semesters) General English, Second Language and SEC-I & SEC-II at the parent University, they are required to appear and pass the same at the immediate next examinations from Osmania University.
3. Applications for admission on transfer shall not be considered unless they are accompanied with the following:
- (i) Originals alongwith Xerox copies of Memorandum of marks of I/II year degree program of the parent University. **(Net Memos are not accepted)**
  - (ii) Demand Draft for **Rs.3000/-** (for the students seeking admission on transfer from Universities **within the State**) and **Rs.5000/-** (for the students seeking admission on transfer from Universities **outside the State**) drawn in favour of **"The Registrar,OSMANIA UNIVERSITY' Hyderabad** from any Nationalized bank.
  - (iii) Certified copies of the Scheme/Syllabus & Promotion rules of I/II year degree course 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 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 a 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 college rubber 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 year (3<sup>rd</sup> & 5<sup>th</sup> semesters) degree programs is as follows:-**

- |  |               |
|--|---------------|
| a) Last date for submission of application forms   | -- 16-08-2023 |
| b) Cut-off date for joining into II & III year 3 <sup>rd</sup> & 5 <sup>th</sup> Semesters Degree program on transfer  | -- 21-08-2023 |
| c) Last date for Submission of list of the candidates admitted on Transfer into II & III Year (3 <sup>rd</sup> & 5 <sup>th</sup> semesters) (One hard copy to the Director, Directorate of Academic Audit cell OU) | -- 31-08-2023 |

**No student shall 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 of the rules. Any student admitted so, will not be permitted for the University Examination.**

Applications without the consent of the Principals, without required 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 / Social Sciences / Science / Commerce / Management / Informatics, 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, (ITEXC), OU, with a request to put in at the Univ. Website.