



**DIRECTORATE OF ADMISSIONS
OSMANIA UNIVERSITY**

**M.B.A. (Evening : Part-time) Admissions - 2014
(3 Years - 6 Semesters)**

**INFORMATION BROCHURE
(Rules, Regulations and Instructions)
(To be retained by the candidate)**

The Last date for submitting the application: 27.09.2014 by 4.00 p.m.

Note:

1. The MBA(Evening : Part-time). programme will be offered at Department of Business Management, Osmania University Campus, Hyderabad, Institute of Public Enterprise (IPE), O.U. Campus, Hyderabad and Certain Private Affiliated Colleges (if approved).
2. Admission into this course will be based on the Rank obtained in ICET-2014 through spot admission.
3. Candidates called for spot admission will have to appear for the same at their own expense.
4. Notwithstanding any thing contained in this brochure, the rules and regulations that are in force in the University on the date of spot admission will be final.
5. It is the responsibility of the candidate to ensure that he/she is eligible for the course before applying.
6. Filled in applications should reach the Directorate of Admissions well before the last date. The Directorate will not take any responsibility towards postal delay.
7. Submit the filled in application to the following.

Director
Directorate of Admissions
Near PGRR Centre for Distance Education
Osmania University, Hyderabad – 500 007(T.S.)
Phone: 040-27090136

OSMANIA UNIVERSITY
M.B.A(Evening : Part-time) Admissions - 2014
RULES, REGULATIONS AND INSTRUCTIONS

I M.B.A. (Evening) Part Time Course: is a three years six semester programme being offered at: Department of Business Management, Osmania University Campus, Hyderabad. Institute of Public Enterprise (IPE), O.U. Campus, Hyderabad and Certain Private Affiliated Colleges (if approved).

II ELIGIBILITY

The candidate seeking admission into M.B.A. (Evening) Part-time Course has to satisfy the following conditions:

1. A pass in Bachelor degree of Osmania University or a degree recognized by the university as equivalent thereto.
2. The candidate seeking admission must qualify in the ICET-2014 entrance examination and satisfy the norms prescribed by the University.
3. a) Must have at least two years experience in Executive / Managerial/ Administrative position in any organization after obtaining the the bachelor degree.
and
or
 b) Officers / Executive / Engineers working with any government / quasi govt / autonomous bodies / local authorities with post-bachelor's experience of two years.
or
 c) Officers of the Defence Forces/establishments holding administrative, executive post with not less than 2 years experience after obtaining bachelor degree.
4. The candidate should submit no objection certificate from the present employer.

Note: The working experience of two years should be completed as on the Date of Admission into MBA programme.

III. RESERVATION

1. Local and Non-Local Candidates

- i) Admission to 85% of the available seats in every course shall be reserved in favour of the Local candidates in relation to the local area in respect of O.U. subject to community and other reservations in force.
- ii) The remaining 15% of the seats which are open to both local and non-locals shall be filled up subject to similar reservation as applicable to 85% local candidates (See annexure I for details).

2. S.C., ST. and B.C. candidates: Of the total number of seats available in each subject/course, following is the schedule of reservation of seats for these categories.

Scheduled Tribe	6 percent	
Scheduled Caste	15 percent	
Backward Class		
Group A	7 percent	
Group B	10 percent	
Group C	1 percent	
Group D	7 percent	
Group E	4 Percent	(subject to court judgement)

Note:

- a. While filling up the seats reserved for Backward class-A the qualified Backward Calsss-A candidates should be considered in the order of merit after filling up the un-reserved seats. If qualified Backward Class-A candidates are not available, the turn will go to Backward Class-B, Backward Class-C and other Backward Class-D in the order of merit in each group. If no suitable candidate is available in any of the four groups, the seats shall be filled up from general pool on the basis of merit.
- b. If sufficient number of candidates are not available to fill up the seats reserved for S.C's they shall be filled up by suitable candidates from S.T.s and vice versa. If the required number of candidates are not available for filling the quota of seats reserved for S.Cs & S.Ts they may be filled up by candidates from the general pool on the basis of merit.
- c. Wherever applicable, a minimum of 33 1/3% of the available seats will be allotted to women candidates from each category i.e., open competition, S.T., S.C., BCs Groups A,B,C,D taking each college as a unit. This rule is not applicable (i) If women candidates selected on merit in each category form 33 1/3% or more of the seats therein;
 In the absence of suitable women candidates in the respective categories, these seats shall be filled in with men candidates of the same category.

IV. NATIONALITY

All candidates shall be of Indian Nationality and shall fall under the category of Local/Non-local (as defined in Annexure-I) except where otherwise stated.

V. CERTIFICATES TO BE SUBMITTED AT THE TIME OF ADMISSION:

Candidates called for admission must present in person and submit all the ORIGINAL certificates listed below, along with two sets of photocopies.

1. ICET - 2014 Hall Ticket.
2. ICET - 2014 Rank Card
3. Degree certificate (or Provisional Certificate if Degree Certificate is not yet issued as per rules) of qualifying examination.
4. Memoranda of Marks of the qualifying degree examination.
5. Proof of Local / Non-Local candidates, according to rules in force. Those who have studied Intermediate and Degree courses as regular students need submit only the bonafide certificates from colleges they have studied Intermediate and Degree courses. In case, there is a break in the four consecutive years preceding the qualifying examination, the candidates must submit bonafide certificate of 9th and 10th class (in addition to the above a certificate on the lines of the specimen given in Annexure - II)
 Non-local candidates should submit i) a residence certificate for 10 years of either of the parents from M.R.O. or ii) employee certificate from the employer in term of clause II b,c,d, or e of Annexure - I
6. Community, Nativity and Date of Birth Certificate for S.C/S.T./B.C., candidates as per G.O.M.S. No. 58 Social Welfare (J) Department dated 12-5-1997
7. Service Certificate (as per Para-IV-(3) and No-objection Certificate from the employer.
8. Required Fee.

VI. FEE DETAILS

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|---|---------------|
| 1. Department of Business Management, Osmania University, Campus, Hyderabad | Rs.25,690/- |
| 2. Institute of Public Enterprise, (IPE) O.U. Campus, Hyderabad.. | Rs.1,00,000/- |
| 3. Certain Private Affiliated Colleges. | Rs.16,000/- |

VII. ATTENDANCE

Candidates once admitted are required to put in not less than 75% of attendance in lectures (and practical wherever applicable). The Vice-chancellor, on the specific recommendation of the Principal/Head of the Department, may condone the deficiency in attendance to the extent of 10% on medical grounds, subject to production of Medical Certificate and on payment of the prescribed condonation fee. No admission shall be made after the expiry of four (4) weeks from the date of commencement of instruction.

VIII. PROHIBITION OF SIMULTANEOUS STUDY

Candidates are not permitted to pursue more than one course, at any point of time. If such cases are detected, the admission of the candidate in both the courses will be cancelled at any time.

ANNEXURE - I

RULES OF ADMISSION IN ACCORDANCE WITH THE ANDHRA PRADESH EDUCATIONAL INSTITUTIONS (REGULATION OF ADMISSION) ORDER 1974.

- I. Admission to 85% of the available seats in every course of study provided by the Osmania University, shall be reserved in favour of LOCAL CANDIDATES in relation to the LOCAL AREA in respect of the Osmania University subject to community and other reservations in force.
- A. LOCAL AREA**
The part of the State comprising the districts of Adilabad, Hyderabad (including twin cities), Karimnagar, Khammam, Mahabobnagar, Medak, Nalgonda, Nizamabad, Ranga Reddy and Warangal shall be regarded as the local area for the purpose of admission to the Osmania University and to any other educational institution (other than State-wide Educational Institution which is subject to the control of the State Government and is situated in the part).
- B. LOCAL CANDIDATE:**
1. A candidate for admission to any course of study shall be regarded as a Local Candidate in relation to local area:
- i). If he has studied in an educational institution or educational institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he appeared or as the case may be, first appeared in the relevant qualifying examination or.
- ii) Where, during the whole or any part of the four consecutive academic years ending with the academic year in which he appeared or, as the case may be, first appeared for the relevant qualifying examination, he has not studied in any educational institution if he has resided in that local area for a period of not less than four years immediately preceding the date of commencement of the relevant qualifying examination in which he appeared or, as the case may be, first appeared.
2. A candidate for admission to any course of study who is not regarded as a local candidate under sub-paragraph (1) in relation to any local area shall:
- a) If he has studied in an educational institution in the State for a period of not less than seven consecutive academic years ending with the academic year in which he appear or, as the case may be first appeared for the relevant qualifying examination be regarded as a local candidate in relation to
- i) Such local area where he has studied for the maximum period out of the said period of seven years, or
- ii) Where the periods of study in two or more local areas are equal, such local area where he has studied last in such equal periods; or
- b) If, during the whole or any part of the seven consecutive academic years ending with the academic year in which he appeared, or as the case may be, first appeared for the relevant qualifying examination, he has not studied in the educational institution in any local area, but has resided in the State during the whole of the said period of seven years be regarded as a local candidate in relation to.
- i) Such local area where he has resided for the maximum period out of the said period of seven years: or,
- ii) Where the periods of his residence in two or more local areas are equal, such local area where he has resided last in such equal periods.
- II. The remaining 15% of the available seats, which are open to local and non-local, shall be filled up subject to similar reservation as applicable to 85% local candidates as below:
- a) All candidates who have studied in a recognised educational institution or institutions in the State for a period of not less than four consecutive academic years ending with the academic year in which they appeared or as the case may be, first appeared in the relevant qualifying examination, or where during the whole or any part of such four consecutive academic years, if they have not studied in any educational institutions, if they have resided in the State for a period of not less than four years immediately preceding the date of commencement of the relevant qualifying examination.
- b) Candidates who have resided in the State for a total of ten years excluding periods of study outside the State, or either of whose parents have resided in the State for a total period of ten years excluding the periods of employment outside the state.
- c) Candidates who are children of parents who are in employment of this State or Central Government, Public Sector Corporations; Local Bodies, Universities and other similar quasi-public institutions within the state.
- d) Candidates who are spouses of those in the employment of this State or Central Government, Public Sector Corporations; Local Bodies, Universities and Educational Institutions recognised by the Government, a University or other competent authority and other similar quasi-public Institutions within the State.
- e) Candidates who are employees in a State, Central Govt. undertakings, Public Sector Corporations, Local Bodies, Universities and other similar quasi-public institutions within the state.