

No: /H&M/UCA&SS/OU/2019,

Dated: 28-02-2019

NOTICE FOR THE HOSTEL ADMISSION
(Ph.D., Research Scholars - 2018-19)

SUB: UCA&SS, OU – Hostel Admissions for the Ph.D., Course (2014, 2015 & 2016 Batches) who have joined in 2017-18 – Providing of Mess Facility – Reg.

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Procedure & Process:

- All the Research Scholars are hereby informed to register for the hostel admission for the academic year 2018-19 by fulfilling following requirements on or before 08-03-2019.

Steps for Enrolment:

- He/She should register through "On-line" only by accessing the website
www.osmaniaerp.com
- Click on "Enroll Now" button, you will be navigate to Enrolment Page
- Provide your 12-digit HT/Roll/Admission No. and the text displayed on the screen then click on "Continue"
- If you don't have 12-digit HT/Roll No. then contact concern DEAN OFFICE to add your information in online database so that you can do enrolment.
- In the next page you have to enter your valid Mobile No and Mail ID and choose your Own Password and submit form (Mail ID optional)
- Your login will be created. Now you can login to on-line services using your Hall Ticket Number and Password.

Steps for Enrolment:

- ❖ Logon to www.osmaniaerp.com
 - ❖ Click on "Hostel Admission" button, you will be navigate the Registration Form
 - ❖ Preview page is shown, verify the Hostel Particulars and click on "Pay & Continue" button for payment process.
 - ❖ Take a Print-out of the Payment Receipt by paying Rs.10,160/- towards Mess Deposit and the Hostel Admission Form (Hard Copy) and submit at the Hostel Section, UCA&SS, OU from 01-03-2019 onwards and obtain the acknowledgement receipt
- **MANDATORY:** This office will not be held responsible for claiming the Fellowships /Scholarship from the various State & Central Government Welfare Departments viz., SC, ST, LBC, EPP, Minority & Physically Handicap/Differently abled etc., of those who have not registered and not-renewed the fellowships/scholarships in time since they have adopted the "On-line" system. The Fellowships/Scholarships shall be adjusted against the Mess Dues, the Deposit will be refunded at the end of the course.

All the Research Scholars are required to submit the necessary documents as per the Check list appended.

NOTE: (Scholars are advised to access only through Desktop Systems and Lap tops (Not Mobiles Phones))

Vice-Principal (H&M),

Principal,

Copy for Information to:

- 1) The Chief Warden, Univ. Hostel & Messes, OU
- 2) The Director, Campus Hostel for Women, OU
- 3) All the Heads of the Departments of UCA&SS, OU for information and with a request to display on the Notice Boards.
- 4) The Vice-Principal (Hostel & Messes), UCA&SS, OU
- 5) The Secretary to Vice-Chancellor, OU
- 6) The P.A. to Registrar, OU
- 7) The General & Mess Warden's of Old PG & NRS-Hostels, UCA&SS, OU.
- 8) The I/c. Manager Hostel & Messes, UCA&SS, OU.
- 9) The College & Hostel Messes Notice Boards.

**CHECK LIST FOR "Ph.D., SCHOLARS
FRESHERS - 2018-19
FOR SUBMISSION OF
'ON-LINE' HOSTEL ADMISSION APPLICATIONS**

- 1) On-line Registration Application Printout
- 2) Print out of the On-line Payment Receipt for **Rs.10,160/-**
- 3) Ph.D. Course Admission Order + Joining Report Copy
- 2) SSC, Inter, Degree & PG Certificate Copies
- 4) Latest T.C. Copy (issued in 2018)
- 5) Gap Certificate copy (*if TC not issued in 2018 issued by the MRO only*)
- 6) Caste Certificate copy (*issued by the MRO*)
- 7) Income Certificate copy (*issued by the MRO*)
- 8) Four (4) Colour Passport size Photographs
- 9) Aadhar Card copy
- 10) All the above Certificates (Attested Copies) to be submitted at the Hostel Section, UCA&SS, OU only. The Mess Cards will be issued in due course of time to avail the mess facility in Old PG & NRS Hostels.

NOTE: All the Research Scholars are required to submit the necessary documents as per the Check list on or before 08-03-2019

Pay the Mess Deposit Fee through **on-line** by login
www.osmaniaerp.com

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Date: 28-02-2019

Vice-Principal (H&M),
Univ. College of Arts & Social Sciences

Principal, UCA&SS, OU

Principal
University College of
Arts & Social Sciences

Osmania University, Hyderabad-500 007
Osmania University, Hyd-7 (TS)