



**OSMANIA UNIVERSITY
HYDERABAD - 500 007**

No: 889/D/2018/Acad.III.

Date: 13-07-2018.

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
(3rd & 5th semesters) of Undergraduate Courses during the
academic year 2018-2019 - Instructions – Issued.

Ref:- This office letter no 870/Stat/Acad/2018, dt: 06-07-2018.

Sir/Madam,

You are aware that the Degree Colleges are re-opened after summer vacation on 18th June, 2018 for the academic year 2018-2019. The candidates who have completed their I year (1st & 2nd semesters) and II year (3rd & 4th semesters) of degree courses 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 O.U., due to several reasons.

The University has formulated the 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. TRANSFERS FROM ONE COLLEGE TO ANOTHER COLLEGE WITHIN THE TWIN CITIES (HYDERABAD AND SECUNDERABAD)
 - c. TRANSFERS FROM DISTANCE EDUCATION MODE TO REGULAR COLLEGES.
2. Transfers are permitted only into II & III year (3rd & 5th semesters) of Degree Course (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 and Medak, Siddipet, 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 1st/ 2nd year degree course 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 the prior approval of the University.**
4. Candidates are required to pay Rs.1000/- (Rupees one thousand only) towards transfer fees payable through D.D. drawn in favour of Registrar, Osmania University from Nationalized Banks only.

5. Transfer applications **shall not be** entertained without the following:

- i) Consent of the Principals concerned
- ii) Xerox copies of the Memorandum of Marks of I year (1st & 2nd semesters) and II year (3rd & 4th semesters) of Degree course.
- iii) Demand Draft for Rs.1000/- in favour of 'Registrar, Osmania University'Hyderabad.
- 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)

6. Transfer Applications received after the last date prescribed shall NOT be entertained.

NOTE:- THE UNIVERSITY RESERVES THE RIGHT TO CANCEL ADMISSION OF THE CANDIDATE AT ANY STAGE AS AND WHEN DETECTED THAT THE ADMISSION ON TRANSFER IS AGAINST THE RULES.

(B) FOR TRANSFER OF STUDENTS INTO II & III year (3rd & 5th semesters) DEGREE COURSES FROM OTHER UNIVERSITIES:

1. TRANSFERS ARE **NOT PERMISSIBLE** IN THE **1st YEAR** OF THE DEGREE COURSE.
2. Transfers into II & III year (3rd & 5th semesters) of B.A./ B.Com /BBA / B.Sc courses from other Universities will be considered subject to the following conditions:
 - a. The degree course and the University in which the candidate is pursuing his/her studies should have been recognized by the Osmania University.
 - b. At least 2/3rd of syllabus of the 1st/2nd 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 1st / 2nd year examination at the parent University OR they should be eligible for promotion to 3rd year degree course as per rules and regulations of Osmania University viz., should have passed at least 50% of the subjects/papers.
 - c. Candidates shall be admitted on transfer at Osmania University to the same Course/Combination/Medium which they have studied in 1st/ 2nd year degree course at the parent University. However, if any Subject or Combination studied by the candidate is not available at O.U., the candidate may be considered for admission by changing such Subject or Combination by appearing all the papers of I / II year of such Subject or Combination at OU.
 - 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. **(i)** Candidates are required to appear and pass the papers of I year or 1st & 2nd semesters (both Theory and/ Practicals as the case may be) by securing a minimum of pass marks/grades as per OU requirement. Those candidates who have secured less than marks/grades but declared passed as per the parent University rules, are required to appear in those papers from OU and secure a minimum 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 purpose of promotion to next higher class.

(ii) In spite of the fact that the candidates are promoted to next higher class at the parent University as per their rules, they will be considered for admission into 3rd year, only if they fulfill the OU rules for promotion into next higher classes i.e., where candidates carry a total number of backlog papers NOT EXCEEDING 50% of the papers of the previous years (including practical's wherever applicable).

- 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 a house examination and the candidates will have to appear for all the papers of I/II year at OU.
- g. Candidates are required to submit a certified copy of the detailed syllabus of the course 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, from Osmania University only and not from the parent University. Any examination appeared/passed from the parent University after the transfer will 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 the 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 subject's part-I viz., General English, Second Language and Gender Sensitization and Environmental Studies in I / II year at the parent University, they are required to appear and pass the same at the immediate next examinations from Osmania University.
- l. Applications for admission on transfer shall not be considered unless they are accompanied with the following:
- (v) Originals alongwith Xerox copies of Memorandum of marks of I/II year degree course of the parent University. **(Net Memos are not accepted)**
 - (vi) Demand Draft for **Rs.1500/-** (for the students seeking admission on transfer from Universities **within the State**) and **Rs.3000/-** (for the students seeking admission on transfer from Universities **outside the State**) drawn in favour of "REGISTRAR, OSAMANIA UNIVESITY" (from Nationalized banks only).
 - (vii) Certified copies of the Syllabus of I/II year degree course studied at Parent University.
 - (viii) **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** on payment of **Rs.20/-** (Rupees Twenty only) (**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 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 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 (3rd & 5th semesters) degree courses is as follows:-

- | | |
|---|---------------|
| a) Last date for submission of application forms | -- 21-07-2018 |
| b) Last date with penalty of Rs.500/- | -- 28-07-2018 |
| c) Cut-off date for joining into II & III year III & V Semesters Degree course on transfer | -- 31-07-2018 |
| d) Last date for Submission of list of candidate admitted on Transfer into II & III Year (3rd & 5th semesters) (One hard copy to the Director, Directorate of Academic Audit cell OU) | -- 10-08-2018 |

NO APPLICATION SHALL BE ENTERTAINED AFTER 31.07.2018.

No student 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. Any student admitted so, will not be permitted for the University Examination.

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