



**OSMANIA UNIVERSITY  
HYDERABAD -500 007**

No: 546/D/2014/Acad.III.

Date: 30-05-2014.

To

All the Principals of Campus, Constituent and Affiliated  
(Both Government and Private) Degree Colleges  
Under the jurisdiction of **OSMANIA UNIVERSITY.**

Sub:- Osmania University - **Rules and Procedure for Readmission -**  
Reg.

Ref:- 1) This Office Lr No. 192/Stat/2007/Acad, dated. 5-3-2007.  
2) This Office Lr No. 560/D/Acad-III/2012 dated. 19-5-2012.

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Sir / Madam,

Through this Office letter cited (2), the revised Rules & Procedure for making readmission into various courses was communicated wherein the Principals of the Colleges were informed that all readmission cases are to be forwarded to the University for approval and the necessary permission be obtained from the academic year 2012-2013 onwards. Accordingly all the readmission cases are being forwarded to the University for approval and necessary permission from the year 2012-1013.

However, it is observed that, though the University is directing all the Principals of the Campus, Constituent and Affiliated Colleges (both UG & PG), under the jurisdiction of Osmania University from time to time about the revised readmission procedure to be followed, more number of requests are being made to the University for readmission even at the end of the semester/year and just before the commencement of examinations, stating that the readmissions have already been made at the College within the stipulated time. In such cases, the academic section is finding difficulty in processing the applications, since without Univ. approval the readmissions made by the colleges are invalid and are not permitted for Univ. exams.


Hence, to regulate the readmission process in time, the University has decided that the following penal charges per student be levied w.e.f. the academic year 2014-2015 on the Colleges, who readmit the candidates within the stipulated period but do not submit the readmission applications to the University within the stipulated time.

- a. Readmission Fee per candidate before the cut off date\* Rs. 200/-  
(i.e. \*applications received within four weeks from the date of commencement of classes for Semester System and within eight weeks in case of year-wise system.)
- b. With late fee per candidate if received after the cutoff date\*\*
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|--|----|-------------|
| i. Within one week after the cutoff date                         | .. | Rs. 700/-   |
| ii. After one week and within two weeks from the cutoff date     | .. | Rs. 1,200/- |
| iii. After two weeks and within three weeks from the cutoff date | .. | Rs. 1,700/- |
| iv. After three weeks and within four weeks from the cutoff date | .. | Rs. 2,200/- |
| v. After four weeks and within eight weeks from the cutoff date  | .. | Rs. 3,500/- |
| vi. After eight weeks of the cutoff date                         | .. | Rs. 5,000/- |

(\*\* readmissions made in within four weeks from the date of commencement of classes for Semester System and within eight weeks in case of year-wise system but applications received after the cutoff date)

In view of the above, all the Principals are once again informed to follow the readmission procedure scrupulously and impress upon the students about the revised readmissions procedure and see that readmission cases are being sent to academic branch well in time for approval to avoid inconvenience.

Yours sincerely,

  
REGISTRAR

Copy to:-

1. The Controller of Examinations, OU.
2. The Director, Directorate of Admissions, OU.
3. The Director, Directorate of Academic Audit, OU
4. The Director, Infrastructure,OU with a request to place this on the Univ.Website.
5. The Secretary to Vice-Chancellor, OU.
6. The P.A.to Registrar/Officer on Specail Duty to V.C., OU.