

Instruction to Students

1. In case of late registration and submission a separate penalty for each year should be remitted.
2. The Principals are requested to register the student enrollment through online only. The website address is www.kuonline.co.in.
3. Only single application form should be used by each candidate irrespective of the year/years for which he/she desires to register as Ex./Improvement candidate.
4. Application form(s) **will not** be accepted directly from any candidate or from the Principal after the due date.
5. The students can obtain application forms from their respective colleges.
6. Fee once remitted **will not** be refunded or adjusted under any circumstances. Therefore, the candidates should confirm their eligibility by going through the rules and before the remittance of examination fee.
7. In case of transfer of students from one college to the other, **transfer orders** should be enclosed with Nominal Rolls.
8. The date of Commencement of Examinations and the detailed Time-Table will be notified in due course.

Guidelines for Principals

1. The application forms may be from the website from the **Director, Publication Cell, Kakatiya University, Warangal** on payment of prescribed amount.
2. Following is the schedule for submission of forms and nominal rolls.

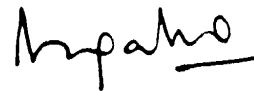
Fee Particulars	Last date for payment of exam fee	Last date for uploading and consolidated payment of fee by the Principal (through D.D.)	Last date for submission of application forms along with generated nominal rolls & D.D. to the C.O.E.
Without Late Fee	07-01-2015	08-01-2015	09-01-2015
With a late of ₹ .50/-	15-01-2015	16-01-2015	17-01-2015

3. **The application forms should be submitted as per the above schedule for without late fee and with a late fee separately in time without fail, otherwise penalty ₹ . 5000/- on the total application forms will be imposed.**
4. Application forms should be submitted along with
 - i. **2 hard copies of online generated nominal rolls.**
 - ii. **No dues certificate from the Academic Branch, KU.**
 - iii. **No dues certificate from Dean, College Development Council, KU.**
 - iv. **No dues certificate from Dean, Academic Affairs, KU.**

5. Application forms should be **scrutinized and signed** by the Academic Coordinator of the college in accordance with the guidelines and instructions issued and should be tied separately in chronological order. Applications of not eligible candidates are liable for rejection at any stage whenever they are detected. For this, the University will not be held responsible in any manner.
6. Payment of fee must be in the form of consolidated **Demand Draft Course-Wise** only. Any other mode of payment is not accepted.
7. The application forms of the candidates who have put in the required percentage of attendance only to be forwarded to the University.
8. Application forms **will not** be accepted from the colleges after **17-01-2015**.
9. The details of the **Faculty** should be uploaded online in the new format available in the website and generated hard copy should be submitted to the Examination Branch.
10. Nominal Rools will not be accepted unless the hard copy of uploaded Faculty details.



Dr. B. Venkatram Reddy
ADDL. CONTROLLER OF EXAMINATIONS



Prof. M. V. Ranga Rao
CONTROLLER OF EXAMINATIONS

Copy to:

1. The Dean, Faculty of Arts/Commerce/Science/Social Sciences, KU.
2. The Dean, College Development Council, KU.
3. The Dean Academic Affairs, KU.
4. All the Heads of Departments, KU.
5. All the Chairpersons, Board of Studies, KU.
6. The Director, S.D.L.C.E., KU.
7. The Director, Publication Cell, KU. With a request to issue ICR forms for the I Year students and Manual forms to II, III Year and Ex. Candidates.
8. The Finance Officer, KU.
9. The Joint Registrar (Academic/Administration), KU.
10. The Manager, State Bank of Hyderabad, KU/SBH, Subedari, Hanamkonda.
11. The Secretary to Vice-Chancellor, KU.
12. The P.A. to Registrar, KU.
13. All the Sections of Examinations Branch, KU.
14. The Public Relation Officer, KU.
15. The Director, Student Welfare Centre, KU
16. All the Principals of under-graduate (non-professional) colleges, KU, with a request to inform the students.