

## INFORMATION TO PRINCIPALS

1. The candidate allotted in OUCET-2018 (2<sup>nd</sup> or 3<sup>rd</sup> Phase) has to pay the fee through online. **Self Reporting System:** At the time of fee payment, the candidate must click the self report button and after payment of fee through online – Take the printout of provisional allotment card, on which Hall Ticket Number, Rank, Name, Father Name, Allotted College, Subject and Admission Number are available. This activity is **mandatory** so as to confirm his/her admission.
2. The candidate has to report at the college and hand over a copy of provisionally allotment card print out at the college, based on which the candidate may be allowed to attend the classes in the college. **This allotment is subject to submission of original Transfer Certificate.** If the candidate fails to submit T.C on or before 17-9-2018, this provisional allotment automatically stands cancel.
3. **The Original Transfer Certificate (T.C.) shall be submitted by the candidate at the affiliating University of the allotted college, as mentioned below on or before 15-09-2018:**

<b>Name of the University to which the allotted college is affiliated / belongs to:</b>	<b>Address for submitting the Transfer Certificate (T.C.)</b>
Osmania University	Office of the Directorate of Admissions, OU Campus, Hyderabad.
Telangana University	Office of the Directorate of Admissions, TU Campus, Nizamabad.
Mahatma Gandhi University	Office of the Directorate of Admissions, MGU Campus, Nalgonda.
Palamuru University	Office of the Directorate of Admissions, PU Campus, Mahabubnagar.

4. After payment of Tuition Fee, if the candidate cancels the provisionally allotted seat on or before 24-09-2018, the candidate will forfeit the Rs.700/- Counselling Fee. After this date the candidate has to cancel the admission at respective college only.
5. The principals has to collect the original admit card of the admitted candidates along with admitted candidates list from the Director, Directorate of Admissions, Osmania University, Hyderabad, after completion of all phases of counselling/web based seat allotment, subject to condition that the original Transfer Certificate is submitted by the candidate at the concerned University to which the allotted college is affiliated/belongs to i.e. O.U/M.G.U./T.U/P.U.
6. The students belonging to SC/ST/BC/EBC/Disabled/Minority categories will be considered for Reimbursement of Tuition Fee (RTF) which is subject to verification and eligibility criteria prescribed by Government of Telangana from time to time. In the event of the candidate found not eligible for fee reimbursement, the candidate shall have to pay the total fee.
7. The list of allotted candidates college wise is available in website [www.ouadmissions.com](http://www.ouadmissions.com)
8. The admitted candidates list will be communicated through email for which the principals are requested to send their email id's mentioning their college name and address to this office email id: **directortheadmissions.ou@gmail.com**