

ANNEXURE - I

GENERAL INFORMATION AND INSTRUCTIONS

1. All entries should be filled in by the candidate in English. Incomplete applications will be rejected.
2. SEPARATE APPLICATION SHOULD BE SUBMITTED FOR EACH COURSE FOR WHICH ADMISSION IS SOUGHT. The following courses are offered.
 - i. M.E. Civil Engineering (CE)
 - ii) M.E. Electronics & Communication Engg. (ECE)
 - iii) M.E. Electrical Engineering (EE)
 - iv) M.E. Mechanical Engineering (ME)
 - v) M.Tech-Computer Science and Engg. (CSE)
3. **Each application must be accompanied by Registration fee in the form of a D.D for Rs.800/- drawn in favour of "The Director, CEEP Admissions O.U." payable at Hyderabad.**
4.
 - i) **The application form duly filled in, should reach the Principal, University College of Engineering, Osmania University, Hyderabad - 500 007 (A.P.), in person or by post, on or before 15 June, 2009 (Monday) by 5.00 p.m.**
 - ii) **June 22nd, 2009, (Monday) 5.00.P.M. in person only, with a late fee of (Rs.500/- Cash respectively) in the Principal's Office, University College of Engineering, Osmania University, Hyderabad-7.**
 - iii) **No application will be entertained thereafter either by post or in person.**
 - iv) The filled in application form dispatched through post is to be super scribed "Application for Part Time P.G. Admission in _____ Course 2009-2010"
5. **Lists of documents to be attached with application form : (Only attested true copies)**
 - i) Degree/Provisional Certificate B.E./B.Tech/AMIE/AMIETE.
 - ii) Transfer Certificate
 - iii) Migration Certificate. (If applicable)
 - iv) Valid Community Certificate as per the A.P. Govt. Rules in force.
 - v) Service Certificate and permission letter from the employer.
 - vi) Date of Birth Certificate (S.S.C. or its equivalent)
 - vii) Memorandum of Marks of the B.E. Examination/ M.Sc./M.C.A./AMIE/AMIETE.
 - viii) Conduct certificate issued by the Principal of the college concerned/Head of the Department / Organization / Institution where working.
 - ix) Income Certificate obtained on or after 01.04.2009, (if applicable).
6. THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THE ADMISSION OF THE CANDIDATE AT ANY STAGE IF AND WHEN IT IS DETECTED THAT THE ADMISSION IS AGAINST RULES OR IF IT IS SUBSEQUENTLY FOUND THAT ANY OF THE STATEMENTS MADE IN THE APPLICATION ARE INCORRECT OR FALSE.
7. AN ADMISSION COMMITTEE DULY CONSTITUTED BY THE UNIVERSITY SHALL SCRUTINIZE ALL THE APPLICATIONS AND MAKE ADMISSIONS AS PER RULES IN FORCE AT THE TIME OF ADMISSION. THE DECISION OF THE ADMISSIONS COMMITTEE IS FINAL AND BINDING IN ALL MATTERS RELATED TO THE ADMISSIONS.

8 ELIGIBILITY REQUIREMENTS:

For M.E./M.Tech (Part-Time) courses – 6 Semester (3 years) in CE, CSE, ECE, EE and ME.

A. Educational qualifications:

- a) B.E./B.Tech of Osmania University in the concerned discipline, or its equivalent.
- b) AMIE/AMIETE or similar qualifications recognized as equivalent to B.E./B.Tech.
- c) For M.Tech (Computer Science and Engineering) Master's Degree in Physics, Statistics, Mathematics or Applied Mathematics, Applied Statistics, Applied Physics, Geophysics, M.Sc (Comp. Sc.), M.Sc. (I.S.), Computer Applications, Electronics or B.E./B.Tech. in any discipline/branch or its equivalent.
- d) For specialization in Systems and Signal Processing of M.E. (ECE) Course, candidates with B.E. degree in Electrical and Electronics Engg., and B.E. Degree in Bio-Medical Engg., of Osmania University or equivalent are also eligible.

B. Minimum of two years experience, as on 30th June 2009, reckoned from the date of qualifying degree.

C. Admissions to all courses will be based on the performance at the entrance test. Candidates who secure a minimum of 36% marks in the Entrance Test under General and Backward Class category and 15% marks under the Scheduled Caste/Scheduled Tribe Category will be considered for admission. In case of a tie at the entrance test, date of birth will be considered and the older candidate will be considered for admission first.

9. **Syllabus & a sample model Question Paper for the Entrance Test in various Disciplines/ Branches is made available. (See Annexure VI)**

10. Results of Entrance Test will be displayed on respective Department Notice Board on **18 July, 2009 at 16.00 hrs.** It will also be made available on college **Website: www.uceou.edu/pgadmn.html.**

11. **Counselling for admission to all the courses in Engineering offered at University College of Engineering conducted as per the schedule described in Annexure 'B' at the main Building, University college of Engineering, Osmania University, Hyderabad.**

12. a) **Provisional admission will be made only from among those who are eligible and present on scheduled date and time as per the details given in Annexure ' II'**

Candidates have to present themselves on scheduled dates (See Annexure II) with all the original certificates and the prescribed fee in cash, to be considered for admission at scheduled time (See Annexure II)

Venue of Admission : Main Building, University College of Engineering, Osmania University, Hyderabad.

Individual communication in this regard will not be sent.

b) Provisional Admission and payment of fees by selected candidates will be on the scheduled date & time (See Annexure II) only. Prescribed fee should be paid in cash immediately. Non-payment of fees at the time of admission automatically results in cancellation of the offer of admission.

c) All Provisionally admitted candidates are required to register for the subjects in the respective Departments, on as per the schedule to be notified on the day of counseling. commencement of the class work will also be notified on the day of counseling.

- d) The candidates are particularly advised to be present at the venue of admission on the scheduled day and time for admission and remain till admission process is completed. If any candidate fails to respond to the call for admission formalities, he/she forfeits claim for admission to the course.
13. **The Second Phase of admission, for all branches, will be held at 10.00 hrs. on 31st July, 2009, (Friday) for seats falling vacant, if any.** Such of the eligible candidates desirous of seeking admission have to present themselves by **10.00 hrs. on 31st July, 2009, (Friday)**, failure of which they shall not be considered for admission, Admission venue is Main Building, University College of Engineering, Osmania University.
14. Details of the number of seats, including reservations under various categories, in various courses for the different specializations in each branch of Engg. for the academic year 2009-2010 are given in Annexure-III.
15. Reservations for SC/ST/BC categories are made according to the A.P. Govt. rules in force.
16. Part-Time students are not eligible for Scholarships.
17. Part-Time courses are self-supporting programmes.
18. **Part-Time programme in any specialization may not be offered if less than ten candidates qualify and seek admission for it.**
19. M.E./M.Tech (Part-Time courses) – 6-semester programme is offered only in the evening (during 6.10 PM to 9.30 PM) for all courses.
20. SOME GENERAL RULES REGARDING RESERVATIONS OF SEATS
- a) SC, ST & BC candidates who get seats by merit in General category will not be counted against the seats reserved for them and such candidates will go into the list of general seats.
- b) If sufficient number of candidates are not available to fill up the seats reserved for SCs they shall be filled up by the suitable candidates from STs and vice-versa. If the required number of candidates are not available for filling the quota of seats reserved for SCs and STs they may be filled up by candidates from the general pool on the basis of merit.
- c) While filling up the seats reserved for backward class-A, the qualified backward class-A candidates should be considered in the order of merit after filling up the unreserved seats. If qualified backward class-A candidates are not available, the turn will go to backward class-B, backward class-C or backward class-D in the order of merit in each group. If no suitable candidate is available in any of the four groups, the seats shall be filled up from general pool on the basis of merit.
- d) Wherever applicable, a minimum of 33.33% of the available seats in each post-graduate course will be allotted to women candidates from each category i.e., open competition, ST/SC/BCs group A,B,C,D. This rule is not applicable (i) if women candidates selected on merit in each category are 33.33% or more of the seats therein; and (ii) for seats under various supernumerary categories. In the absence of suitable women candidates in the respective categories, these seats shall be filled in with men candidates of the same category.
- e) Admissions under SC and BC categories will be made as per the A.P. Govt. rules and regulations in force at the time of admission.