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ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



BENGALURU  
CITY UNIVERSITY

## Bengaluru City University

Office of the Registrar (Evaluation),

Ph.No:080-22295559, E-Mail ID:registrarevlubcu@gmail.com

No. :BCU/EX/MBA /FN/2020-21

Date:15.02.2021

### EXAMINATION FEE NOTIFICATION

Sub: Submission of application and Payment of Examination fees in respect of the students of III Semester MBA (Day & Evening) Examination for March/April 2021

Ref : 1. Revised calendar of Events No: BCU/01/ACA/2020-2021 dated: 29.01.2021.

2.Vice-Chancellor's approval dated 15.02.2021

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Applications are invited from the eligible students of the above mentioned courses for payment of examination fees and submission of application forms as per the instructions mentioned below:

The procedure for payment of examination fees for all Theory / Practical examinations scheduled to be held during March /April 2021 is one and the same.

Detailed time table for Practical / Theory examinations will be announced separately.

Examination fees payable by the students of the concerned Courses/Semesters is shown in the Annexure enclosed to this Notification.

#### **Payment of examination fee and submission of examination application forms:**

a	Last Date for Payment of examination fee by the candidates <b>WITHOUT FINE</b>	25.02.2021
b	Last date for payment of <b>examination fee with a Fine</b> of Rs.200/-	02.03.2021
c	Last date for payment of <b>examination fee with a special fine</b> of Rs. 1000/-	05.03.2021

**Information to students for submission of Examination Application Form and payment of Examination Fee**

- 1 Student is required to login to the web portal [www.studentportal.universitiesolutions.in](http://www.studentportal.universitiesolutions.in) identify the faculty/course and submit the Examination Application Form.
- 2 Students are required to ensure accuracy of all information prior to payment of Examination Fee
- 3 Students are mandatorily required to appear for all subjects of the Second Year / Third Semester Examination.
- 4 Students are required to ensure the subjects / papers in which they are appearing prior to payment of Examination Fee
- 5 Student have a choice to remit examination fee through multiple payment modes. Details of the same are given below.
  - a. The Student can pay the examination fee at the University designated bank. Student is required to generate appropriate "Fee remittance challan" from the Web Portal, pay the prescribed fee at the University designated bank branches across the state.
  - b. The Student may have an option to pay the examination fee through "**Payment Gateway**" that is available through the Student Web Portal. Payment of fee through Net-Banking, Credit Card, Debit Card, Wallets and other means are available through the "**Payment Gateway**"
  - c. The University shall communicate student the receipt of examination fee through digital communication such as SMS / e-mail / Notification, etc;
  - a. Options/choices for payment of examination fees will be at the discretion of student. Service Charges / Transaction fee varies from ZERO to nominal amount depending on the type of payment option/choice selected by the student and the same will be displayed in the portal when the payment option is selected.
- 6 **It is mandatory for the students to pay examination fee online only through one of the payment mode / options as mentioned in this notification. Students are informed to pay examination fee at any banks designated by University.**
- 7 Students are allowed to download Hall Ticket directly from the Web Portal and the date for downloading of Hall Ticket will be informed by the University.
- 8 **The mere payment of examination fee and submission of application does not qualify the student to appear for the examination, unless he/she fulfils all the conditions laid down by the University regulation of the course**
- 9 If the students use Internet Browsing Center for payment of examination fees and if the payment is made from the bank account of other than the student and if there are any malfunctions during the payment, then the concerned students will be responsible for the same

- 10 Students whose family income is less than **Rs.2.5 lakhs** are eligible for exemption of Examination Fee as per the rules and regulations. Such students are required to pay the marks card fee as mentioned in this Notification. This facility will be available only to those students who are appearing for the first time in that examination. More information in this regard is available in the University Web site.
- 11 Students whose family income is less than **Rs.2.5 lakhs** and belonging to Category I and students whose family income is less than **Rs.1.00 lakh** and belonging to other backward categories (2A, 3A and 3B) are eligible for exemption from payment of Examination Fee as per the rules and regulations. Such students are required to pay the marks card fee as mentioned in this Notification. This facility will be available only to those students who are appearing for the first time in that examination. More information in this regard is available in the University Web site.
- 12 Students belonging to Category 2B are not entitled for exemption from payment of Examination Fee. Such students are required to pay Examination Fee in full. As per the Govt. of Karnataka order No. MWD:400:MDS-2014 dated 17.10.2014, the examination fee shall be credited to student's bank account directly.

**NOTE:** The Examination fee once paid will not be refunded or re-adjusted under any circumstances. Students are informed to read instructions carefully before filling application through online.

**Information to Chairperson/Heads of Department/Coordinator of MBA Department of this University & Principals of the Colleges regarding procedures to be followed**

01. The Chairperson/HOD/Coordinator of MBA Department & Principals of all affiliated colleges having MBA course shall use the College/Department Web Portal as provided by the Bengaluru City University. All the necessary instructions are provided through digital communication in the form of SMS / e-mail / Web Portal.
02. The Departments/Colleges shall ascertain the eligibility of students for appearing for the examination through College/Department Web Portal.
03. It shall be the responsibility of the Departments/Colleges to identify students who are eligible for fee concession through College/Department Web Portal.
04. The Departments/Colleges have to identify the students for issue of Examination Hall Ticket at the Department/College through Department/Colleges Web Portal.
05. Students shall be communicated their eligibility to appear for the examination on confirmation from the Departments/Colleges. The communication to student shall be sent through SMS / e-mail / notification through Web Portal
06. Departments/Colleges shall get information of all the students who have paid the examination fee through Department/College Portal.
07. The University shall send digital communication to both students and Departments/Colleges as and when the Examination Hall Tickets are made available on the Web Portal

08. Students can download the Examination Hall Ticket through the Student Web Portal on getting communication from the University
09. Departments/Colleges shall provide necessary help/co-operation, if the students desire to download the Examination Hall Ticket in the Department/College
10. Based on the examination fee paid, the Question Paper indent will be generated by the University. Therefore, Departments/Colleges need not send the Question Paper indent to University.
11. The Question Paper indent generated by the University will be made available to Departments/Colleges through Web Portal for information. Departments/Colleges shall verify the Question Paper indent and bring it to the notice of University officials in the case any discrepancies are noticed.
12. Departments/Colleges shall download the list of students appearing for the examination and a certified copy of the same has to be submitted to the Registrar (Evaluation)
13. List of students appearing for the examination shall be made available to Departments/Colleges through Web Portal
- 14. Chairperson/HOD/Coordinator of MBA Department & Principals shall ensure that, only those students who have fulfilled the 75% of attendance as laid down in the regulation of the course, shall be allowed to fill in the online examination application and only such students shall be permitted to appear for examination.**
15. Departments/Colleges are required to prepare for Practical Examination through the Department/College Portal only
16. Departments/Colleges are mandatorily required to use the Web Portal for Practical Batch preparation and marks entry

**NOTE: Departments/Colleges offering courses having practical/ Viva-Voce/ Project/ Dissertation Examinations shall contact the respective BOE Chairpersons well in advance for conduct of the said examinations.**

17. Departments/Colleges are mandatorily required to use the “Room Allotment” option available in the Department/College Portal for Theory Examinations
18. Invigilator Dairy, in duplicate have to be printed from the Department/College portal and one copy of the Invigilator Dairy has to be sent to University as per the direction that will be provided through Department/College Portal
19. Departments/Colleges are required to update details of absentees in the Theory Examination online through Department/College Portal prior to the completion of Theory Examination. The consolidated absentees statement generated through the Department/College Portal has to be sent to the University along with Answer Books.

**20. INFORMATION REGARDING SCHOLARSHIP (FEE CONCESSION FROM THE GOVT):**

- a. The Chairperson/HOD/Coordinator of MBA Department & Principals of the colleges are not supposed to demand the prescribed examination fees from SC/ST students of Karnataka (ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: ಸಕಾಇ-83/ ಪ.ಕಾ.ಬಿ 2012, ಬೆಂಗಳೂರು ದಿನಾಂಕ: 27-06-2013). The fees prescribed to be paid by them will be reimbursed by the Social Welfare Department on submission of On-line Post-Metric applications by the SC/ST students.

The Chairperson/HOD/Coordinator of MBA Department & Principals should ascertain that the SC/ST students have submitted the following photocopies of the documents (attested by the Gazetted Officer) along with on-line Post-Metric Application (on which the photo of the student and 15 digit Registration Number is displayed)

1. Caste Certificate of the Student issued by the Tahsildar.
2. Parents' Annual Income Certificate (less than or equal to Rs.2.5 lacs) issued by the Tahsildar (valid up to 5 years) (If the parent of the student is a State/Central Government Employee, salary slip shall be insisted along with the Income Certificate).
3. Previous Year Marks Card/Result sheet.

**However the SC/ST students whose fees are reimbursed from the Social welfare Department shall pay only processing fee of Rs.225/-(Rupees Two Hundred and Twenty Five) only.**

The Chairperson/HOD/Coordinator of MBA Departments & the Principals of the colleges shall obtain the reimbursement of fees by forwarding the Post-Metric applications through Online to the Social Welfare Department. The fees will be remitted to Principal's account DIRECTLY by CASH TRANSFER from the Social Welfare Department. **If the fee so remitted to Principal's account is disbursed to the concerned students, the concerned Principal shall collect the prescribed fees of this semester along with the fees of previous semester from such SC /ST students and remit the same to the University account without fail. If the fee is not disbursed to the concerned students, then the reimbursed fee has to be transferred to University's bank account through the fund transfer option available in Department/College portal only.**

- b. The following SC/ST candidates are not eligible to claim fee reimbursement

1. SC/ST Students from other states.
2. SC/ST students of Karnataka whose parents' annual income is more than 2.5 lakhs.

However, if the above documents are not found to be enclosed along with the Online Post-Metric application, the Chairperson/HOD/Coordinator of MBA Department & the Principals shall ensure that the prescribed fee is paid in full by the SC/ST students.

- c. The students belong to SC/ST community of Karnataka State and other states, **who are repeaters**, are not entitled for fee reimbursement. They shall pay the examination fee in full.

**In case of non-receipt of Scholarship/Fee reimbursement of a particular student from the Social Welfare Department for the reasons mentioned therein by the Social Welfare Department, the Chairperson/HOD/Coordinator of MBA Department & Principal shall ensure that the students shall pay the fee along with fee of next semester without fail.**

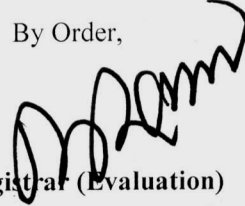
- d. **As per Govt. Order No. ಹಿಬಿಸಿಕೆ/ 589/ ಬಿಎಂಎಸ್/ 2013, ದಿನಾಂಕ:05-10-2013 ಮತ್ತು 06-08-2014,** the Tuition, Laboratory, Examination, Library and Sports fee (The amount of Fees prescribed by the University or the maximum limit of fees fixed by the BCWD whichever is less) of the Cat-1, 2A, 3A & 3B and other students will be reimbursed to the concerned College Bank Account, for the students who are eligible for admission to the said course and year, subject to the condition that the Annual Income limit which is reflected in the Government Order(Cat-1 students whose Parents' Annual Income is less than or equal to Rs. 2.5 lakhs and other 2A, 3A & 3B students whose Parents' annual Income is less than or equal to Rs.1.0 lakh) are eligible to apply for the reimbursement of fees.
- e. The students belonging to **minority community** (i.e., Muslims, Christians, Buddhists, Sikhs, Anglo Indians, Jains etc.,) whose parents' annual income is less than or equal to Rs. 2,00,000/- (Rupees Two Lakhs only) are eligible to apply for incentive of Rs. 4,000/- from **Minorities Welfare Department (MWD)** as per the norms of MWD (ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: MWD 21/MDS 2011 dated: 02-08-2014).
- f. The Chairperson/HOD/Coordinator of MBA Department & the Principals of the Colleges shall ensure the prescribed examination fees from the Cat-1, 2A, 2B, 3A, 3B and other students is paid. The prescribed fee shall also be collected from SC/ST students whose parents' annual income is more than are 2.5 lakhs.
- g. The Chairperson/HOD/Coordinator of MBA Department & Principals of the Colleges should submit undertaking to the effect that they would get the re-imbursement of Examination fees of students and remit them to the University.
21. The Practical examination time-table for the courses wherever prescribed will be notified by the Chief-Superintendent of the concerned examination centre. The practical examination preparation shall be done through Web Portal only. The Practical Batch preparation and entry of marks shall be done through Web Portal only. Marks awarded by the examiners are to be uploaded into the Web Portal by the Departments/Colleges on the day of examination itself. A copy of the marks uploaded into the Web Portal has to be printed, verified and signed by all the examiners has to be submitted to the Registrar (Evaluation), Bengaluru City University, Bengaluru in a sealed cover before the commencement of theory examinations. Detailed Time Table for conducting the theory Examination will be notified in due course.
22. The Internal Assessment/Grading (as applicable) shall be uploaded through on-line web portal before the commencement of theory examinations. A copy of the marks uploaded has to be printed, verified, signed has to be submitted to the Registrar (Evaluation) in a sealed cover prior to commencement of theory examinations. IA received after the commencement of theory examination shall not be accepted. Therefore, the Chairperson/HOD/Coordinator of MBA Department & Principals are informed to pay their personal attention and ensure

that IA marks/ grades are correctly submitted before the last date positively to avoid any inconvenience to the students. The Chairperson/HOD/Coordinator of MBA Department & Principal of the respective colleges will be personally held responsible for non-submission of IA marks/Grades. Failure on the part of the Chairperson/HOD/Coordinator of MBA Department & the Principal in this regard will be viewed seriously and the matter will be reported to the Hon'ble Vice-Chancellor and the Commissioner, Department of Collegiate Education and the Principal Secretary to the Government, Higher Education as the case may be, for further action.

23. As per regulation governing MBA courses, a candidate should complete his/her course within **Four** Academic years from the date of admission to the First semester. In case of three years P.G. Courses, a candidate should complete his/her course within **Six** Academic years from the date of admission to the First semester. (UGC guidelines/ Span period/17-18 dated 13.07.2017/Circular)
24. For any clarification / information / help, Principals are informed to contact 6363115217, 6363110321 and 6363122560 or [support@uniclare.com](mailto:support@uniclare.com)

**Note: Students who have already paid full fees in the previous examination i.e 2 sem, are required to pay 50% of prescribed fee for the above said examination.(As per the Government direction and BCU Syndicate resolution dated 09.12.2020**

By Order,



Registrar (Evaluation)

**Registrar (Evaluation)**

Bengaluru City University  
Central College Campus  
Bengaluru - 560 001

To,

The Chairperson/HOD/Coordinator of MBA Department & Principals of all the Affiliated Colleges of the Bengaluru City University, Bengaluru

Copy to:

1. District Social Welfare Officer / District Back Ward Classes Directorate, Bengaluru Urban, Bengaluru.
2. PS to VC/Registrar/Registrar (Eva)/Finance Officer, BCU, Bengaluru.
3. M/s Logisys, Bengaluru with a request to host the above notification on the Bengaluru City University website, and also send SMS alert to all the Principals of the MBA Colleges affiliated to Bengaluru City University. Further, M/s Logisys is required to keep open the website to enable the colleges to upload the relevant details as and when required.
4. The Computer/PRO Sections, BCU, Bengaluru.
5. FC/OC.

**FEE PRESCRIBED FOR THE EXAMINATION**

**Master of Business Administration (MBA)**

III Semester (Full Exam Fee) (Full Examn. Fee + Project fee)	:	Rs.2950/-
50% of the Examn Fee	:	Rs.1,475/-

**In addition to the prescribed fee for the Examination, the below mentioned amount has to be paid by all the candidates irrespective of the caste / category.**

1. Marks card fee – Rs.150/-
2. Processing fee – Rs. 75/-  
(Including Scrutiny and e-Governance fee)

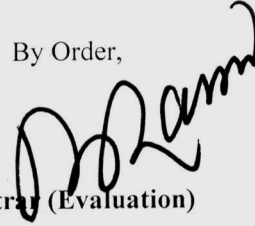
**Total - Rs. 225/-**

**FEE PRESCRIBED FOR THE REPEATERS EXAMINATION**

Per Paper (For Back / Failed paper)	:	Rs. 825/-
Processing Fee	:	Rs. 75/-

**Total - Rs. 900/-**

By Order,

  
Registrar (Evaluation)

**Registrar (Evaluation)**

Bengaluru City University  
Central College Campus  
Bengaluru - 560 001