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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/01/EXM/UG I Sem/FN/2020-21/೧೨೨೪

Date:05-04-2021

### NOTIFICATION

Sub: Payment of Examination fees and submission of application by the students of I Semester UG Examination for B.A/B.Sc/B.Com/ B.Com(HONS)/BBA/BBA(Aviation Management)/BCA/BVA/ BSW/BHM/B.Voc(I.T)/B.Voc(R.M)/B.Sc(R.Sci)/B.Sc(F.A.D)/ B.Sc(I.D.D) /B.A(S.L.P) to be held during April/May 2021

Ref: 1. No.BCU/ACA/UG-Revised – Calendar of Events/4646/2020-21 dated 17.03.2021

2. Approval of the Hon`ble Vice-Chancellor dated 05.04.2021

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Bengaluru City University has already introduced several student friendly measures related to conduct of examinations by making use of Information and Communication Technology. In this regard, the University intends to provide accurate and timely information as well as communication using online/off-line 'help desk' Web Portal and Mobile Applications. Accordingly, the options are provided to students to pay their examination fee for the above mentioned examination through Digital Net Banking / University designated bank across the State / and other digital modes only. The students have already participated in the process during last semesters.

The procedure for payment of examination fees for all Theory / Practical examinations scheduled to be held during April/May 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.

### **Date prescribed for 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>	15.04.2021
b	Last date for payment of <b>examination fee with a Fine</b> of Rs.200/-	19.04.2021

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

1. Students are required to login to the web portal [www.studentportal.universitysolutions.in](http://www.studentportal.universitysolutions.in) identify the degree and semester 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 First Semester Examination.
4. Students are required to ensure the subjects / papers to which they are appearing prior to payment of Examination Fees.
5. Student will have 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 can also 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;
  - d. 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. **Payment of fee at College designated banks has been withdrawn. Hence, Colleges are hereby informed not to collect examination fee directly from students. It is mandatory for the students to pay examination fee 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 the 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 in the 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 only 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 Principals of the Colleges regarding procedures to be followed**

01. The Principals of all affiliated UG colleges shall use the College 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, etc;.
02. The Colleges shall decide the eligibility of students for appearing for the examination through College Web Portal
03. It shall be the responsibility of the college to identify students who are eligible for fee concession through College Web Portal
04. The Colleges shall have provision to identify the students for issue of Examination Hall Ticket at the Colleges through College Web Portal
05. Students shall be communicated their eligibility to appear for the examination on confirmation from the Colleges. The communication to student shall be sent through SMS / e-mail / notification through Web Portal
06. College shall get information of all the students who have paid the examination fee through College Portal

07. The University shall send digital communication to both students and 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. Colleges shall provide necessary help/co-operation, if the students desire to download the Examination Hall Ticket in the College
  10. Based on the examination fee paid, the Question Paper indent will be generated by the University. Therefore, Colleges need not send the Question Paper indent to University.
  11. The Question Paper indent generated by the University will be made available to Colleges through Web Portal for information. Colleges shall verify the Question Paper indent and bring it to the notice of University officials in case any discrepancies are noticed.
  12. 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 colleges through Web Portal
  14. **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. Colleges are required to prepare for Practical Examination through the College Portal only
  16. Colleges are mandatorily required to use the Web Portal for Practical Batch preparation and marks entry
- NOTE: 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. Colleges are mandatorily required to use the “Room Allotment” option available in the College Portal for Theory Examinations
  18. Invigilators Dairy, in duplicate, have to be printed from the College Portal and one copy of the Invigilator Dairy has to be sent to University as per the direction that will be provided through College Portal
  19. Colleges are required to update details of absentees in the Theory Examination online through College Portal prior to the completion of Theory Examination. The consolidated absentees statement generated through the College Portal has to be sent to the University along with Answer Books.

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

- a. The Principals of the colleges are not supposed to demand the prescribed examination fees from SC/ST students of Karnataka (ಸರ್ಕಾರದವತದೇಶ 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 Principals should ensure 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 digits 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.2.5laks) 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 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 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.
- c. However, if the above documents are not found to be enclosed along with the Online Post-Metric application, the Principals shall ensure that the prescribed fee is paid in full by the SC/ST students. **The fee reimbursement is not applicable in respect of repeaters who belong to SC/ST of Karnataka and other states student shall pay prescribed Examination Fee.**

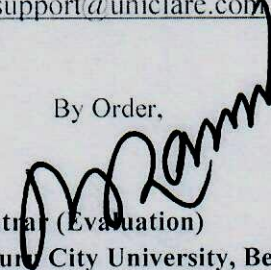
**In case of non-receipt of Scholarship/Fee reimbursement of a particular student from the Social Welfare Department for the reasons mentioned therein by the Social Welfare Department, the Principal shall ensure that the students shall pay the fee along with fee of next semester without fail.**

- 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 candidates belonging to **minorities** (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 (ಸರ್ಕಾರದವತದೇಶ ಸಂಖ್ಯೆ: MWD 21/MDS 2011 dated: 02-08-2014).
- f. The principals of the Colleges shall ensure that 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 Principals of the Colleges should give undertaking to the effect that they would get the re-imburement of Examination fees of students and remit the same to the University.
21. The Practical examinations time-table for the course 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 colleges on the day of examination itself. A copy of the marks entered into the Web Portal has to be printed, verified and signed by all the examiners which will 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 entered has to be printed, verified, signed and 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 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 Principals of the respective colleges will be personally held responsible for non-submission of IA marks/Grades. Failure on the part of the Principal in this regard will be viewed seriously and the matter will be

reported to the Commissioner, Department of Collegiate Education and the Principal Secretary to the Government, Higher Education for further action.

23. As per regulation governing UG courses, a candidate should complete his/her degree course within Five Academic years from the year 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 phone numbers 6363115217, 6363110321 and 6363122560 or [support@uniclare.com](mailto:support@uniclare.com)

By Order,

  
Registrar (Evaluation)  
Bengaluru City University, Bengaluru.

**Registrar (Evaluation)**  
Bengaluru City University  
Central College Campus  
Bengaluru - 560 001

To,

The 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 UG 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. OC.

**ANNEXURE No. :BCU/01/EXM/UG I Sem/FN/2020-21 Date:03-04-2021**

1	2	3	4	5
COURSE	SEMESTER	WHOLE EXAMINATION FEE including Practical/ Viva-Voce/ Dissertation/Project (in Rs.)	Marks card fee – Rs.150/- Processing fee – Rs. 75/- (Including Scrutiny and e-Governance fee)	Total Fees
<b>FACULTY OF ARTS</b>				
Bachelor of Arts (without practical subject)	1	450/-	225/-	675/-
Bachelor of Arts (with one or more practical subjects)	1	500/-	225/-	725/-
Bachelor of Social Work	1	500/-	225/-	725/-
Bachelor of Visual Arts	1	2,650/-	225/-	2,875/-
<b>FACULTY OF COMMERCE</b>				
Bachelor of Commerce	1	690/-	225/-	915/-
Bachelor of Commerce (vocational course)	1	3,450/-	225/-	3,675/-
Bachelor of Business Administration	1	2,150/-	225/-	2,375/-
Bachelor of Hotel Management	1	2,750/-	225/-	2,975/-
Bachelor of Vocational Course (Retail Management)	1	2,850/-	225/-	3,075/-
<b>FACULTY OF SCIENCE</b>				
Bachelor of Science	1	600/-	225/-	825/-
Bachelor of Science (Rehabilitation Science)	1	600/-	225/-	825/-
Bachelor of Computer Applications	1	2,700/-	225/-	2,925/-
Bachelor of Audiology, Speech & Language Pathology	1	550/-	225/-	775/-
Bachelor of Science (Fashion & Apparel Design)	1	2,650/-	225/-	2,875/-
Bachelor of Science (Interior Design Decoration)	1	2,650/-	225/-	2,875/-
Bachelor of Vocational Course (Information Technology)	1	2,650/-	225/-	2,875/-

By Order,  
  
 Registrar (Evaluation)  
 Bengaluru City University, Bengaluru  
**Registrar (Evaluation)**  
 Bengaluru City University  
 Central College Campus  
 Bengaluru - 560 001