

No: BCU/PG-Dip/Adm/2020-21

Date: 30-08-2021

To,

The Principals of colleges affiliated to
Bengaluru City University, offering PG Diploma and Diploma Certificate courses
Bengaluru.

Sir / Madam,

Sub: Approval of admission to PG Diploma and Diploma certificate Courses for the
Academic Year 2020-21.

Ref: Vice Chancellor's approval dated:26.08.2021

The admission approval process for PG Diploma and Diploma certificate Courses for the Academic year 2020-21 will be commencing from 02-09-2021 till 04-09-2021. The Principals of affiliated colleges conducting PG Diploma and Diploma Certificate courses under Bengaluru City University are requested to note the following procedure scrupulously.

Admission Approval Procedure:-

1) The University will host the admission application form on the Website www.bcu.ac.in from 30-08-2021. The Colleges have to enter all details of candidates in the format hosted on the website. The last date for online entry is 02-09-2021. The colleges have to carefully enter all the fields appropriately in the application. Incomplete applications will be rejected.

2) Thereafter, the colleges have to upload the following documents on the website:

- Recent Digital passport photograph of the candidate.
- One of the photo ID Cards: Passport / Aadhaar Card / Voter ID / Ration Card.
- Digital Left Thumb Mark (LTM) of the candidate.
- Digital Signature or the scanned image of the signature of the candidate.

The colleges are required to submit the duly attested photocopies of all original supporting/ necessary documents by the Principals with seal and signature, at the appropriate place indicated in the application along with the relevant original documents with fee challan for verification on the day of approval of admission.

- 3) The order in which documents have to be submitted is as follows:-
- One copy of consolidated admission statement downloaded along with statement of fee paid, course wise and semester wise separately along with **DD in favour of The Finance Officer, Bengaluru City University, Bengaluru**, should be submitted to The Finance Officer, Bengaluru City University, Central College Campus on the day of admission approval.
 - Affiliation order issued by the Bengaluru City University for each course for the year 2020-21.
 - Marks Cards, Transfer Certificate / Migration and Eligibility Certificates (for foreign students only) PDC, Caste Certificate in original.
- 4) To submit separate Demand Draft in favour of The Finance Officer, Bengaluru City University, Bengaluru, for admission fee (Course wise) as per the Bengaluru City University Notification dated 06-02-2021 and fee for downloading application form at the rate of Rs 330/- per application.(Admission application fee and approval application fee).
- 5) **Venue:** Registrar office, Bengaluru City University, Central College Campus, Bengaluru.
Your co-operation in this regard is solicited.

Yours faithfully


REGISTRAR

Copy to:

- Registrar (Evaluation), BCU for further needful
- Ps to VC / Registrar / F.O. ,BCU for information.
- Finance Branch BCU with a request to make arrangements for collection of DD's and issue of receipts to the colleges on the day of Admission.
- Estate Section, BCU to make necessary arrangements.
- Office copy.

Annexure 1

Statement showing the Fee to be collected and remitted from each student towards Registration and other fee

Registration fee	Rs.1,634/-
Admission fee	Rs. 817/-
Processing fee	Rs. 545/-
Sports fee	Rs.1,089/-
Total	Rs.4,084/-

Eligibility Fee

Eligibility fee for Outside Karnataka	Rs. 2,614/-
Eligibility fee for Outside India(NRI)	Rs. 5,227/-
Eligibility fee for foreign Nationals	RS. 7,623/-


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