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BENGALURU CITY UNIVERSITY

Rules

Governing the Admissions of Students

For various Post-Graduate Courses

2022-2023

Rules Governing the admission of students to various P.G. Courses

1. Definitions

a) Application Form:

The Application Form is a document submitted by an eligible candidate seeking admission to Post Graduate Course. A candidate shall apply through Application Form for any number of courses for which he/she is eligible. He/She shall fill the online form, submit hardcopies with photocopies of all necessary documents (wherever applicable) such as Marks Cards, Caste Certificate, Study Certificate, Income Certificate, Kannada Medium Certificate, Rural Study Certificate and any such documents duly **self-attested** to the concerned Chairpersons / Co-ordinators, Bengaluru City University either in person, or by post before the last date.

b) Scrutiny Process:

It is a process of verifying authenticity of documents submitted by the candidate along with the Application Form in support of his/her claims. Candidate's claims are honoured if documents are found correct and in order. The application form is liable for rejection without any notice in case of incomplete details or if the attached documents are not found to be in order or not valid as per Government/University Rules.

c) Verification Process:

It is a process of verifying candidate's original documents for validity before he/she appears for Counselling.

d) Counselling:

"*Counselling*" is a process where the candidate presents himself/herself before the "Counselling and Admission counter" on the day of admission counselling. The candidate is given an option to choose a particular course and Department/College as per the omnibus merit list cum reservation.

2. Admission Committee(AC)

The Vice-Chancellor shall constitute an Admission Committee.

Duties and Responsibilities of Admission Committee:

The Admission Committee is responsible to plan, arrange, manage and keep an account of the following activities:

Schedule of admission (date, time and venue), Media Management/Printing of required Brochures and other materials/Hospitality/First-Aid/Food/Stationery/Security/Display Screen/LCD Projector/RTI replies /addressing grievances of students including extending necessary help and guidance for smooth functioning of admission process and any such other issues related to P.G. Admissions for the year 2020-2021.

3. Post Graduate Admission Committee(PGAC):

The Vice-Chancellor shall constitute a Post Graduate Admission Committee.

Duties and Responsibilities of the PGAC:

The *PGAC* is responsible for notifying all the Circulars related to P.G. admissions, collect and scrutinize the application forms, prepare and notify the omnibus merit list and selection list for each course of University Departments (in a prescribed format) duly approved by the Registrar.

Further, the *PGAC* of each department along with other Faculty members and office staff shall make admissions for their respective course at the Admission venue / Respective Departments as per the guidelines of the University during the scheduled counselling.

4. SPECIAL COMMITTEES:

The PG admission committees shall get certificate/documents pertaining to supernumerary quota verified and evaluated by the special committee constituted for the same. Certificates / Documents of candidates claiming supernumerary quota seats under DAP, Cultural, Sports, NSS be evaluated by the special committee and sent to respective PG admission committees.

For other categories such as Rural, Kannada Medium, NCC, Defence etc., the PGAC of the respective Departments shall verify the certificates and award the marks or points, consider its eligibility as per the guidelines of the University.

The details of marks/points to be awarded to various categories are as follows:

(i) Rural Candidate

“Rural Candidate” is one who is a “Karnataka Student”, “Bengaluru City University student” and has studied for 10 full academic years from 1st Standard to 10th Standard in an educational institution situated in the State of Karnataka other than larger Urban area, smaller Urban area or transitional area as mentioned in *Karnataka Municipalities Act, 1964 or Karnataka Municipal Corporation Act, 1976 in accordance with the Government Order No. ED 01 TEC 2002, Bangalore, dated 01-02-2002* and the eligibility criteria shall be as defined in the *Karnataka Reservation of Appointments of Posts in the Civil services of the State for Rural Candidates Act, 2000 (Karnataka Act 1 of 2001)*. Candidates who have studied Ten full academic years from 1st Standard to 10th Standard in Rural Area (as per Govt. notification) will be eligible for claiming the benefit of rural reservations. However, if the candidates have studied in urban area from 1st to 10th standard before the date of notification as urban area, such candidates are eligible to claim rural reservation benefit.

(ii) Kannada Medium Candidate

Kannada medium candidate is one who is a “Karnataka student” and “Bengaluru city University student” and has studied TEN full academic years in Kannada medium from 1st Standard to 10th Standard, in accordance with the *Government Order No. ED 118 UEC 2000, Bangalore dated 04-06-2000 and as amended vide Government Order No. ED 02 UEC 2002, Bangalore dated 14-10-2005*.

(iii) Differently Abled/Blind quota

“Differently Abled/Blind” candidate is one who is a “Karnataka student” and “Bengaluru City University student” and shall have the same meaning as assigned for the Persons with disabilities (*Equal opportunities, Protection of Rights and full participation) Act, 1995 (Central Act 1 of 1996)*).

iv)NSS quota

Candidate claiming seat under NSS quota is one who is a “Karnataka student” and “Bengaluru City University student” and has completed two year under NSS by attending at least one College camp during the degree course in /Bengaluru City University (*the achievements during ten plus two or of other Universities will not be considered*).

v)NCC quota

Candidate claiming seat under NCC quota is one who is a “Karnataka student” and “Bengaluru City University student” and possess minimum NCC “C” Certificate.

vi)Cultural quota

Candidate claiming seat under Cultural quota is one who is a “Karnataka student” and “Bengaluru City University student” and who has participated in at least one item in *Inter- College Competitions organized by Bengaluru City University / Bengaluru City University, (College Level/ Taluk / District Level cultural activities will not be considered)*.

vii)Sports quota

Candidate claiming seat under Sport quota is one who is a “Karnataka student” and “Bengaluru City University student” and participated in the specified sport – at UG level.

viii) Defence quota

Candidate claiming seat under defence quota is one who's either of the parents serving/served in the defence forces of Government of India

ix) Kashmiri Migrant quota

Candidate claiming seat under “*Kashmiri Migrant*” is one as defined by the Government of India.

x) Jammu & Kashmir students-2 Seats.

Candidates claiming seats under the said quota are those who belong to Jammu & Kashmir Region.

xi) Universities outside Karnataka

Candidate claiming seat under outside Karnataka is one who has studied degree in the University outside Karnataka.

xii) Universities within Karnataka

Students from other Universities within Karnataka will be offered 15% seats (**Kalyana Karnataka-8%, Other Universities -7%**) wherever 100% seats are filled by Bengaluru City University.

xiii) Transgender:

Respective Candidate claiming seat under the said quota.

xiv) Single Girl Child

Candidate claiming seat under the quota is a girl who is the only child to her Parents (No sibling).

xv) Foreign National quota

Candidate claiming seat under *Foreign National quota* is one who is not a Citizen of India. Preference is given to candidates who are sponsored by the Government of India/ICCR.

xvi) Employee Quota

One seat each, is reserved for children of Teaching and Non- teaching staff of Bengaluru City University in each course of PG Departments.

xvii) Autonomous Colleges Quota

Candidates who have passed their qualifying examination from Autonomous Colleges under Bengaluru City University will be considered under Bengaluru City University Autonomous Colleges quota. Out of Bengaluru City University regular seats, 10% of the seats are earmarked for Bengaluru City University Autonomous Colleges Quota. They shall be filled as per seat matrix and reservation rules.

xviii)Horanadu /Gadinadu Karnataka student

Candidate who has studied 1 to 10th standard in Kannada medium from Horanadu/Gadinadu region will be offered 05% reservation.

xvii) Supernumerary Quota for students whose both parents have passed away due to Covid-19

As per University Notification- ಬೆಂ.ನ.ವಿ/ಶೈಕ್ಷಣಿಕ/ ಕೋವಿಡ್-19/ಸೂ.ಕೋ.ಮೀ/2021-22 ದಿನಾಂಕ:09-07-2021. The candidates whose parents have passed away due to Covid-19, one seat will be reserved in each Bengaluru City University department for the Academic Year 2022-23 with exemption of fees for 2 years.

5. ALLOTMENT OF MARKS FOR CANDIDATES APPLIED IN SPORTS QUOTA**Table-1**

Sl No	Particulars	Individual/ Group	Participation	I Place	II Place	III Place	IV Place
1.	International Participation (Olympic games, World championships, Asian Championship Common Wealth games and World Championships	Individual	150	25	20	10	10
2.	International Participation (Olympic games, World championships, Asian Championship, Common Wealth games and World Championships	Group	150	15	10	0	0
3.	National Representation-Inter State	Individual	100	25	20	10	10
4.	National Representation-Inter State	Group	100	15	10	0	0
5.	Association of Indian Universities Championships: Inter – University Championships	Individual	100	25	20	10	10
6.	Association of Indian Universities Championships: Inter – University Championships	Group	100	15	10	0	0
7.	National Games or National Youth Games : Inter-State	Individual	100	25	20	10	10
8.	National Games or National Youth Games: Inter-State	Group	10	15	10	0	0
9.	National Level Championships Invitations: Inter-State	Individual	75	25	20	10	10
10.	National Level Championships Invitations: Inter-State	Group	75	15	10	0	0
11.	State Olympic Games or State	Individual	75	25	20	10	10

12.	State Olympic Games or State Championships	Group	75	15	10	0	0
13.	Inter-Collegiate Championships	Individual	50	25	20	10	10
14.	Inter Collegiate Championships	Group	50	15	10	0	0
15.	State Youth Games, State Youth Championships	Individual	50	25	20	10	10
16.	State Youth Games, State Youth Championships	Group	50	15	10	0	0
17.	Inter-Collegiate Championships or State Level Championships	Individual	25	25	20	10	10
18.	Inter-Collegiate Championships or State Level Championships	Group	25	15	10	0	0

Note: Certificate should be signed by one of the following authorities:

- I. IOC-International Olympic Committee: President or Secretary General
- II. IOC-Indian Olympic Committee: President or Secretary General
- III. Concerned National Sports federations: President or Secretary General (Recognized by Ministry of youth Affairs & Sports, Government of India)
- IV. KOA-Karnataka Olympic Association: President or Secretary General
- V. AIU-Association of Indian Universities- Secretary General, Deputy Secretary or Secretary
- VI. Concerned State Associations: President or Secretary General (Recognized by State Government)
- VII. Inter University, Inter Collegiate: Director of Physical Education and concerned University

These benefits can be availed by those who performed/achieved during Under Graduation course only

6. ALLOTMENT OF MARKS FOR CANDIDATES UNDER CULTURAL QUOTA

Table-2

Sl.No	Particulars	Points
1.	Participation in Inter-Collegiate competition	25
	Additional weightage	
2.	Participation in South Zone Competition	50
3.	Participation in National Level Group Competition	75
4.	Participation in National Level Individual Competition	100
5.	Participation in International Level Group	125

	Competition	
6.	Participation in International Level Individual Competition	150

7. ALLOTMENT OF MARKS FOR CANDIDATES UNDER NCC QUOTA

Table-3

Sl.No	Particulars	Points
1.	Republic Day Participation	150
2.	NCC "C" Certificate –A –Grade	100
	NCC "C" Certificate –B –Grade	90
	NCC "C" Certificate –C –Grade	80
3.	TSC- Training Certificate (Running, Shooting & Cycling Training)	75
4.	NTC- Certificate (National Integrated Camp Training)	50

8. ALLOTMENT OF MARKS FOR CANDIDATES UNDER NSS QUOTA.

Table-4

Sl.No	Particulars	Points
I	Completing 2 year under NSS attending at least one college camp during the degree course in Bangalore University (the achievements during P.U.C or of other Universities will not be considered)	25
II	Additional weightage:	
1.	Participated in University level NSS camps/district level NSS camps/inter collegiate NSS camps	04
2.	Participated in University level NSS camps (Inter University special camps, festival and other state level NSS camps)	06
3.	Participated in zonal NSS level camps (pre RD selection, summer camp and other zonal level NSS camps)	07
4.	Participated in national level NSS camps (national integration camps/adventure/tracking/festival, other national level NSS camps)	08
5.	Blood donation (for one time)	02

	maximum of three times (3+3+3) as a NSS volunteer at degree level only)	
6.	Participation in State Republic Day parade as NSS candidate	10
7.	Participation in National Republic Day parade as NSS candidate	15
8.	The best NSS volunteer of the University level NSS award	03
9.	Best NSS volunteer of the state level NSS Award	05
10.	Best NSS volunteer of National level NSS Award	08

9. ALLOTMENT OF MARKS FOR CANDIDATES UNDER DEFENCE QUOTA

Table-5

Sl.No	Particulars	Points
1.	Children of serving Defence Personnel (i.e. presently in service)	80
2.	Children of Ex-servicemen	50
3.	Children of Defence Personnel who died in harness	100

In case of applicant claiming seat under Defence quota and also who have NCC record, they will be given due weightage and will be preferred over others.

10. RESERVATION OF SEATS.

Reservation of seats under Bengaluru City University intake, Autonomous College, Hyderabad Karnataka and Other Universities within Karnataka quota is as per the Govt. order issued from time to time. Except where there is only one seat, reservation rules shall be followed. If all the categories of reservation cannot be covered, the seats shall be allotted in the order of preference specified in Tabel-6 in that proportion, making sure equitable distribution.

Table-6

Category	Reservation%
Scheduled Caste (SC)	15
Scheduled Caste (ST)	03
Category I	04
Category II A	15
Category II B	04
Category III A	04
Category III B	05

11. ELIGIBILITY CRITERIA FOR SC/ST/CAT-I.

The Eligibility Criteria for each course shall be as approved by the University.

I. **Relaxation to Scheduled Caste/Scheduled Tribes/Category-I Students:**

A Relaxation of 5% in minimum marks required for admission to P.G Courses for Scheduled Caste/Scheduled Tribes/Category-I students of "Karnataka Students" is provided.

II. **Remission to Scheduled Caste/Scheduled Tribe/Category-I students:**

Relaxation of further 5% in minimum marks is allowed for eligibility to apply for admission to any course offered in University in case of SC/ST/Cat-I candidates of Karnataka State only provided that this relaxation is necessary to fill the quota of reservation when candidates with higher percentage of marks are not available in this category. **The relaxation is applicable only for the University Departments.**

12. PROCEDURE FOR SEAT SELECTION AND ADMISSION

The *PGAC* shall prepare the Provisional Omnibus List in a prescribed format and also a **separate merit list (category-wise) as per the Government Order in the matter of reservation vide G.O.No.ED/150/BOA/94, Dated 17.09.1994** and as subsequent orders Issued from time to time. The *PGAC* shall notify the approved Omnibus Merit List for each course and ***the provisional selection list*** before the counselling dates. The Rank List should follow the following Priority based on merit:

Priority I : "Karnataka Student" and "Bengaluru City University Student"

Priority II : "Non-Karnataka Student" and "Bengaluru City University Student"

Priority III: "Karnataka Student" and "BU Autonomous College Student"

Priority IV: "Karnataka Student" and "Kalyana Karnataka Student"

Priority V: "Karnataka Student" and "Universities within Karnataka Student"

Priority VI: "Universities outside Karnataka Student"

A separate Course-wise Rank List shall be notified before the counselling dates for "Non Karnataka Students" & "Within Karnataka Student" and "Outside Karnataka" as above.

A separate Course-wise Rank List shall be notified before the counselling dates for Kashmiri Migrant candidates.

A separate Course-wise Rank List shall be notified before the counselling dates for Physically challenged, Sports, Cultural, NCC, NSS & Defence, based on the

In accordance with Admission Rules, preference will be given to Bengaluru city University Students with domicile. Even after filling up of these seats, if the seats are vacant second preference will be given to the students who have graduated from Bengalurue University but who are not of Karnataka domicile. If the seats are still not filled, then the third preference will be given to students belonging to Bengaluru City University -Autonomous Colleges and then to students from Universities within Karnataka and last preference will be given to outside Karnataka students.

Admission to various courses is based on merit-cum reservation system as per the Orders of Govt. of Karnataka and the guidelines issued by the University from time to time and also as per the seat matrix notified for each P.G. course of University Departments and affiliated colleges. *The details of seat matrix for P.G. courses at University Departments and affiliated colleges is uploaded on the website www.bcu.ac.in*

Note: The University at its discretion can update the seat matrix from time to time on valid grounds.

The admissions to various courses will be done by the PGCA at a designated place as per the scheduled dates and time. The students should present themselves along with the original marks cards, caste certificate and other relevant documents as noted below along with the prescribed fees.

If any applicant or student is unable to be present at the time of admission/counselling, he/she can be represented by a duly authorized person provided all the requisite original certificates are produced and fees are paid by the representatives. **If the students fail to turn up for counselling on particular date, such student will loose his/her seat.**

The PGAC should carry-out the admission process as per the omnibus merit list and selection list by verifying the original documents such as marks cards, caste certificate and other relevant records. The Chairperson/Co-ordinator of the Department/Centre should record every admission made for the course/s under different categories, issue the admit card along with the fee challan with an instruction to the candidate to pay the prescribed fee in a designated bank counter.

Payment seats would be filled up as per the norms issued by the University, along with the admission under omnibus merit list.

Admission to Supernumerary seats would be filled up as per the norms issued by the University. **Remission and Reservation Rules are not applicable to the Supernumerary seats.** The Committee can submit the certificates in respect of NSS/Sports/Cultural Activities and Differently Abled groups to the respective designated officers for award of marks/points and obtain the same to prepare the merit list in the respective categories.

A fee chart and the seat matrix for each course shall be notified by the PG Departments.

Procedure for filling up of vacant seats:

If any seat falls vacant due to non-availability of eligible candidates in different categories such as SC, ST, CAT-I, IIA, IIB, IIIA, IIIB, shall be filled up by taking the candidates from the next category in the sequential order of SC, ST, CAT-I, IIA, IIB, IIIA, IIIB & GM.

13. DOCUMENTS TO BE PRODUCED AT THE TIME OF COUNSELING.

Table-7

SSLC Marks Card	SSLC or 10th standard or equivalent examination marks card
Caste/ Income Certificate	Candidates seeking reservation benefit should produce a Caste Certificate in Form 'D' in case of Scheduled Castes and Scheduled Tribes; in Form 'E' in case Category-1; a Caste/ Income Certificate in Form 'F' for Other Backward Classes such as 2A, 2B, 3A and 3B, issued by the concerned Jurisdictional Tahasildar, in accordance with the Government order No Sa Ka E 225 BCA. 2000 dated 30th March 2002, as amended from time to time.
Qualifying Degree Marks Card	Qualifying degree marks cards
Study Certificate	Study Certificate to show that the candidate has studied in Karnataka for a minimum period of SEVEN years from 1st standard to 12th standard or qualifying examination issued by Head of the institution. Further, School study certificate should be countersigned by the concerned Block Educational Officer (BEO), Deputy Director of Public Instruction (DDPI) compulsorily. Please Contact Concerned School For BEO/DDPI Office Address
Rural Study Certificate	Candidates who claim seat under rural category will have to obtain a rural study certificate from the respective school/High School issued by the head of the institution which should be countersigned by the concerned Block Educational Officer (BEO)
Kayana-Karnataka Region Certificate	Candidates who claim seat under Hyderabad-Karnataka Region Rules should produce a certificate issued by a competent Authority

14. PAYMENT OF FEES.

At the time of admission, the candidate shall pay the Annual Admission Fee along with other fees for the first year (as already notified by the University).

15. REFUND AND FORFEITURE OF FEES.

Candidate who has selected a seat and wish to discontinue for any reason, may cancel his/her seat by submitting the following documents within three days after the last date of the counselling to get a refund of the fee paid.

- i) Original Provisional Admission Card
- ii) Original Fee Receipt
- iii) Application for cancellation of seat and refund of fee paid with clear & complete correspondence address.
- iv) SB A/c No. and IFSC Code.
- v) Copy of Bank pass book.

After three days' no requests for refund will be entertained.

On receipt of all the above documents, the tuition fee paid will be refunded after deducting 25% of the fee paid as processing charges.

16. CHANGE OF COLLEGE AND MUTUAL EXCHANGE.

The University will not entertain any requests for change of Institution at any stage, once the candidate has confirmed his/her seat at the Counselling time during the seat selection. Mutual change of seats among candidates is also not permitted.

Note: After the last date and time fixed by the University for admission to the various courses, the admission shall be closed and under no circumstances admission shall be done after the last date.

17. SEAT MATRIX FOR KK, OUK and PAYMENT CATEGORY SEATS.

Table-8

Total Number of Payment Seats	Number of Seats proposed to be reserved – Category wise								Autonomous	Kalyana-Karnataka
	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
02	01					01			00	01
04	GM	SC	ST	I	IIA	IIB	IIIA	IIIB	00	01
	02		01					01		

05	GM	SC	ST	I	IIA	IIB	IIIA	IIIB	00	01
	03	01			01					
06	GM	SC	ST	I	IIA	IIB	IIIA	IIIB	01	01
	03	01	01		01					
08	GM	SC	ST	I	IIA	IIB	IIIA	IIIB	01	01
	04	01	01		01	01				
10	GM	SC	ST	I	IIA	IIB	IIIA	IIIB	01	01
	05	02	01		01	01				
12	GM	SC	ST	I	IIA	IIB	IIIA	IIIB	01	02
	06	02	01		02	01				
16	GM	SC	ST	I	IIA	IIB	IIIA	IIIB	02	02
	08	02	01	01	02	01	01			

Note: Wherever one seat is provided for two or more categories, the seats shall be given in the order of preference i.e.,

SC/ ST/ Cat-I/ IIA/ IIB/ IIIA/ IIIB. Ex: in case wherever one seat is provided for SC/ST/Cat-I- the seat shall be given to SC, if there are no students in the SC category, only then the seat shall go to ST, if there are no students in SC or ST category, only then the seat shall go to Cat-I, making sure equitable distribution.

18. OTHER INSTRUCTIONS:

(Instructions to be read carefully before filling up the application form)

Duly filled-in application forms and receipt for having paid the processing fee along with attested copies of all the necessary documents should be submitted in the Admission Cell, Bengaluru City University at City College Campus, Bengaluru-560001.

The information given here is general information for the students. The relevant rules relating to admission, fee structure and other details will be as and when notified.

Student who has opted for and taken admission in Payment Seat shall not seek transfer for Regular seat nor claim refund after the last date for admission.

No individual communication will be sent to the candidates.

All admissions made are provisional. The University reserves the right to approve or cancel the admission.


REGISTRAR