

Bengaluru City University

Office of the Registrar (Evaluation),

Bengaluru Central University, Bengaluru

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

No. :BCU/EX/Certificate CourseI /FN/2022-23

Date:19.01.2023

NOTIFICATION

Sub: Collection of examination fees for Certificate-I Course (4 Months) in Foreign Languages of January -2023.

Ref : 1. Calendar of Events No.BCU/ACA/Global/Cer.Courses/2022-23 dated 14.10.2022.

2.Vice-Chancellor's approval dated 19.01.2023.

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 procedure for making payment of examination fee is applicable for Theory examinations scheduled to be held during January-2023.

The detailed time table for Theory examinations and other related information is given below:

Sl. No.	Details of Examination	Examination starting date
01	Viva-Voce	28.01.2023
02	Theory Examinations	04.02.2023

Payment of examination fee and submission of examination application forms:

a	Last Date for Payment of examination fee by the candidates WITHOUT FINE	26.01.2023
b	Last date for payment of examination fee with a Fine of Rs.200/-	28.01.2023
c	Last date for payment of examination fee with a special fine of Rs. 1000/-	31.01.2023

1	2	3	4
Certificate Course-I	WHOLE EXAMINATION FEE (in Rs.)	Marks card fee + Processing fee = Rs.250/- (Including Scrutiny and e-Governance fee)	Total Fees
French German Japanese	Rs.1610/- Viva-Voce – Rs. 100/-	Rs.250/-	Rs.1960/-

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 identify the certificate 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 take all subjects of the certificate course
4. Students are required to ensure the subjects / papers in which they are appearing prior to payment of Examination Fee
5. Student will have a choice to remit examination fee through multiple payment modes. Details of the same are given below.
 - a. The Student shall 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 shall be available through the “Payment Gateway”
 - b. The University shall communicate student the receipt of examination fee through digital communication such as SMS / e-mail / Notification
 - c. Option for making fee payment shall be at the discretion of student. Service Charges / Transaction fee varies from ZERO to nominal amount depending on the type of payment option selected by the student and the same shall be displayed in the portal when the payment option is selected.
6. Students are allowed to download Hall Ticket by themselves directly from the Web Portal
7. **The mere payment of examination fee and submission of application does not entail eligibility of the student to appear for the examination, unless he/she fulfils all the conditions of the course laid down in the regulation of the course by the University**
8. If the students use Internet Browsing Center for making payment and if the payment is made from the bank account of other than student and if there are any mal functions during the payment, then the students only will be responsible for the same
9. **The Examination Fees once paid will not be refunded or readjusted under any circumstances**

Information to Chairperson/Heads of Department/Coordinator of PG Departments regarding procedures to be followed

01. The Chairperson/HOD/Coordinator of PG Departments having certificate course shall use the 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 University shall generate Register Number and Unique Student Id for students on approval of admission and the same shall be communicated to Departments and students.
03. The Departments shall decide on the eligibility of students for appearing in the examination through Department Web Portal
04. The Departments shall have provision to identify the students for whom the Examination Hall Ticket is to be withheld by citing reasons for the same through Department Web Portal
05. Students shall be communicated their eligibility to appear in the examination on confirmation from the Departments. The communication to students shall be sent through SMS / e-mail / notification through Web Portal
06. Departments/University are required to provide their bank details on the web portal without which, students will not be able to pay examination fee at the University designated bank
07. The University shall send digital communication to both students and Departments as and when the Examination Hall Tickets are made available on the Web Portal
08. Students can download the Examination Hall Ticket by themselves through the Student Web Portal on getting the communication from University
09. Departments shall provide necessary infrastructure if the students desire to download the Examination Hall Ticket at Department premises
10. Based on the examination fee paid, the Question Paper indent is generated by the University at its end. In other words, Departments need not prepare and send the Question Paper indent to University.
11. The Question Paper indent generated at the University end shall be made available to Departments through Web Portal for information. Departments shall verify the Question Paper indent and bring it to the notice of University officials in the case of any discrepancy
12. Departments shall print the list of students appearing in the examination and a copy of the same is to be submitted to the Registrar (Evaluation) after the same is affixed by the Chairperson/HOD/Coordinator of PG Departments
13. Candidate list of students appearing in the examination shall be made available to Departments through Web Portal
14. Chairperson/HOD/Coordinator of PG Departments shall ensure that, **only those students who have fulfilled the attendance requirement 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 are mandatorily required to use the “Room Allotment” option available in the Web Portal for Theory Examinations
16. Invigilator Dairy in duplicate are to be printed from the Web Portal and one copy of the Invigilator Dairy is to be sent along with the Answer Books to the University
17. Names of Students absent in the Theory Examination have to be updated online through Web Portal prior to the completion of Theory Examination. The consolidated absent statement generated through the Web Portal is to be sent to University along with Answer Books.
18. The Internal Assessment and Viva-Voce marks/Grades (as applicable) shall be updated through on-line web portal before the commencement of theory examinations. A copy of the marks entered is to be printed, verified, signed and submitted to the office of the Registrar (Evaluation) prior to commencement of theory examinations. IA and Viva-Vocemarks received after the commencement of theory examination shall not be accepted. Therefore, the Chairperson/HOD/Coordinator of PG Departments are requested to pay their personal attention and ensure that IA and Viva-Voce marks/ grades are correctly submitted before the last date positively to avoid any inconvenience to the students. The Chairperson/HOD/Coordinator of PG Departments of the respective Department will be personally held responsible for non-submission of IA and Viva-Voce marks/Grades. Failure on the part of the Chairperson/HOD/Coordinator of PG Departments in this regard will be viewed seriously and the matter will be reported to the commissioner, Higher Education and the Principal Secretary, Higher Education for further action.
19. For any clarification / information / help, Chairperson/HOD/Coordinator of PG Departments are informed to contact 6363115217, 6363110321 and 6363122560 or support@uniclare.com

By Order,



Registrar (Evaluation)

Registrar (Evaluation)

Bengaluru City University

Bengaluru - 560 001

To,

The Chairperson/HOD/Coordinator of PG Departments 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. Website administrator with a request to host the above notification on the Bengaluru City University website, and also send SMS alert to Chairperson/HOD/Coordinator of PG Departments of the 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.