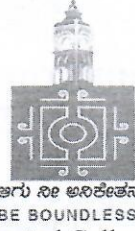


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ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



BENGALURU
CITY UNIVERSITY

Office of the Registrar(Evaluation), Central College Campus, Dr. B.R AmbedkarVeedhi,
Bengaluru – 560 001. E-mail: registrarevlubcu@gmail.com, Ph.No.080-22295559

No. :BCU/EX/PG.DIP /FN/2022-23

Date: 05.05.2023

FEE NOTIFICATION

Sub: Conduct of P.G. Diploma Courses (Annual Scheme) Examination of
May/June-2023

Ref: 1. No. BCU/ACA/PG-Dip/2021-22 dated 19.04.2022
2. Vice-Chancellor's approval dated 05.05.2023

It is hereby notified that P.G. Diploma Courses (Annual Scheme) and who have backlog papers will be held from May 2023. The procedure for making payment of examination fee is applicable for all Theory / Practical examinations scheduled to be held during May -2023 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 year.

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

The detailed time table for Theory examinations shall be announced separately.

Payment of examination fee and submission of examination application forms:

a	Last Date for Payment of examination fee by the candidates	11.05.2023
b	Last date for payment of examination fee with a Fine of Rs.200/-	15.05.2023
c	Last date for payment of examination fee with a special fine of Rs. 1000/-	18.05.2023

**FEE PRESCRIBED FOR THE EXAMINATION – SEPARATE COURSE WISE DETAILED
FEE STRUCTURE LIST IS ALSO ENCLOSED**

Course	Whole Examination Fee	Marks card fee –Rs.150/- Processing fee – Rs. 75/- (Including Scrutiny and e-Governance fee)	Total
P.G.Diploma in Business Administration	3086/-	225/-	3311/-
P.G. Diploma in Human Resource Management	3086/-	225/-	3311/-

**FEE PRESCRIBED FOR THE REPEATERS EXAMINATION – SEPARATE COURSE WISE
DETAILED FEE STRUCTURE LIST IS ALSO ENCLOSED**

Course	Whole Examination Fee	Processing fee – Rs. 75/-	Total
P.G.Diploma in Business Administration	825/-	75/-	900/-
P.G. Diploma in Human Resource Management	825/-	75/-	900/-

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 P.G. Diploma, Diploma and 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 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 stipulated fee at the University designated bank branches spread across the state.
 - b. The Student shall also 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 shall be 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
 - d. 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 Principals of the Colleges regarding procedures to be followed

01. The Colleges having PG Diploma / Diploma & certificate courses 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.
02. The University shall generate Register Number and Unique Student Id for students on approval of admission and the same shall be communicated to Colleges and students.
03. The Colleges shall decide on the eligibility of students for appearing in the examination through College Web Portal
04. The Colleges shall have provision to identify the students for whom the Examination Hall Ticket is to be withheld by citing reasons for the same through College Web Portal
05. Students shall be communicated their eligibility to appear in the examination on confirmation from the Colleges. The communication to students shall be sent through SMS / e-mail / notification through Web Portal
06. University is required to provide the bank details on the web portal without which, students will not be able to pay examination fee at the University designated bank
07. Colleges shall get information of all the students who have paid the examination fee either through "Post Office" or through "Payment Gateway"

08. 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
09. Students can download the Examination Hall Ticket by themselves through the Student Web Portal on getting the communication from University
10. Colleges shall provide necessary infrastructure if the students desire to download the Examination Hall Ticket at College premises
11. Based on the examination fee paid, the Question Paper indent is generated by the University at its end. In other words, Colleges need not prepare and send the Question Paper indent to University.
12. The Question Paper indent generated at the University end shall 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 the case of any discrepancy
13. Colleges 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 Principal of the Colleges
14. Candidate list of students appearing in the examination shall be made available to Colleges through Web Portal
15. Principals of the Colleges 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.**
16. Colleges are mandatorily required to use the "Room Allotment" option available in the Web Portal for Theory Examinations
17. 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
18. 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.
19. 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-Voce marks received after the commencement of theory examination shall not be accepted. Therefore, the Principals of the Colleges 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 Principals of the respective Colleges will be personally held responsible for non-submission of IA and Viva-Voce marks/Grades. Failure on the part of the Principals of the Colleges 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.

20. For any clarification / information / help, Principals of the Colleges are informed to Contact 6363115217, 6363110321 and 6363122560 or support@uniclare.com

By Order,



Registrar (Evaluation)

Registrar (Evaluation)

To,

The Principals of PG Diploma Colleges of the Bengaluru City University, Bengaluru

Copy to:

Bengaluru City University
Central College Campus
Bengaluru - 560 001

1. District Social Welfare Officer / District Back Ward Classes Directorate, Bengaluru Urban, and 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 the Principals of the PG Diploma 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.

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