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BENGALURU
CITY UNIVERSITY

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NO.BCU/EXAM/BOS PANEL/UG/PG EXAMS/SEM/2025-26 /060

Dated:08.05.2025

To,

The Principals of all the Affiliated Colleges &
Chairperson of the P.G.Departments
Bengaluru City University
Bengaluru.

Sir/Madam,

**Sub: Panel of Examiners in the Faculties of Arts/Science/Commerce/
Education/Physical Education - UG/PG Exams for the
Year 2025-26(Semester Scheme).**

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As you are aware, Bengaluru City University must prepare comprehensive panel of examiners in all the subjects for the examination to be held during 2025-26, as mentioned below:

1. PG I to IV Semester examination & MTTM I to X Semester examination 2025-26
2. I to VIII Semester UG examination 2025-26

This is to inform all Principals, HOD's and Chairpersons of BOS that they must prepare lists of potential examiners comprising eligible teachers from Government, Aided, Un-Aided Colleges/ Departments of Bengaluru City University and other Universities based on seniority. These lists will be presented to the BOAE for approval. All guidelines previously issued by the University must be adhered to while preparing these lists.

Therefore, we request you to submit the details of eligible teachers and Principal information separately from your colleges in the prescribed 'FORMAT I & II' to the office of the Registrar(Evaluation), Bengaluru City University, Bengaluru, Please provide this information subject-wise in the form of a CD along with a printed statement (Hard copy) on or before May 31, 2025.

FORMAT-I

For Principal Details

Sl.No	Name of the Principal with Designation Address& Phone /Mobile No Email.Id	Residential Address Permanent/Temporary	Date of Birth	Date of Entry into service	Length of service	Subject Specialization
1	2	3	4	5	6	7

II for Teachers Details

Sl.No	Name of the Teacher with Designation Address& Phone /Mobile No Email.Id	Residential Address Permanent/Temporary	Date of Birth	Date of Entry into service	Length of service	Subject Specialization
1	2	3	4	5	6	7

Examination work is mandatory as per Karnataka State Universities Act 2000 and BCU Examination Manual -2018. Therefore, when submitting the panel, Please ensure that all eligible teachers working in your college are included subject-wise (with specialization) in strict order of seniority, calculated by the length of service of each teacher. Any violation of the seniority principal will be viewed seriously.

It has been observed that many college Principals/Management are not forwarding complete lists of eligible teachers to the Registrar (Evaluation) for preparation of comprehensive examiner panels, which has caused significant challenges in evaluation processes and timely declaration of results. It has also been noted that some Principals are not adhering to the prescribed '**FORMAT**' for submissions. All principals are hereby directed to provide complete lists of eligible teachers using only the prescribed format to facilitate smooth examination conduct and timely result announcement.

As stipulated in the BCU Examination Manual 2018, only teachers with a minimum of **3 years of full-time teaching experience or 5 years of part time teaching experience** in the concerned subject and who are currently teaching shall be included in the panel submissions must contain accurate service particulars including subject, specialization, experience, correct designation, address, Mobile number, and Email-Id.

This office frequently encounters situations where, after finalization and approval of the Examiner Panel by concerned authorities, teachers approach us requesting inclusion of their names by presenting service certificates issued by their Principals. Such requests cannot be considered without recommendations from the concerned Board of Studies and subsequent approval from the BOAE and Syndicate. This office cannot add names to examiner panels through any other process. Therefore, Principals are urged to submit comprehensive lists of eligible teachers by subject to prevent unnecessary complications.

The University has observed that most colleges fail to furnish complete lists of teachers employed at their institutions for valuation work. This has resulted in substantial delays in evaluation and result publication. Please note that if comprehensive lists are not provided, the Principal of the college will be held solely responsible, and results for their college will be withheld.

To avoid such situations, Principals of all colleges affiliated with Bengaluru City University are requested to ensure that exhaustive lists of teachers working in their institutions, with all required details as specified above, shall be submitted to the Registrar (Evaluation) Bengaluru City University within the stipulated time.


REGISTRAR (EVALUATION)

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

Copies for information and necessary action to:

1. All the Chairpersons of Boards of Studies-with a request to ensure that an exhaustive Panel of Examiners is prepared and to place it before the Board of Studies and send the approved Panels to the Registrar (Evaluation) on or before 31.05.2025 for further action in this regard.
2. The Director of Collegiate Education, Government of Karnataka, Bangalore – with a request to direct all the Principals to send the required information within the stipulated period.
3. The Dean, Faculties of Arts/Science/Commerce/Education, BCU – for information.
4. PS to VC /Registrar / Registrar (Evaluation), BCU, Bengaluru.
5. Finance Officer, BCU, Bengaluru.
6. Website Administrator, BCU, Bengaluru.