No: BCU/ACA/UG/Adm.Apprl /2024-25   Date: 08.11.2024

Circular

Sub: Approval of Undergraduate admission made by the **Affiliated Colleges** for the
Academic Year 2024-25.
Ref: Approval of the Vice-Chancellor **dated: 23.10.2024**

The approval of admissions made by the affiliated colleges for different UG courses for the academic year 2024-25will be commencing as per the schedule mentioned below. The Principals of the affiliated colleges are informed to submit necessary supporting documents for approval of admissions at the time of approval.

It is presumed that as per the University's admission notifications, the students have uploaded the required details and the documents in the UUCMS portal. The same have verified by the College in respect of the students seeking admission to the I Semester Course.

1) The admission portal as per the UUCMS software will be opened on the scheduled date.
2) The student has to visit the UUCMS website and create user ID and password.
3) The Student has to enter the details in the respective fields appearing in the Portal and upload the relevant documents.
   a) Recent Digital passport photograph of the candidate.
   b) One of the photo Id cards : Passport/Aadhaar card/Voter ID/Ration card.
   c) Digital left thumb mark (LTM) of the candidate.
   d) Digital signature or the scanned image of the signature of the candidate.

4) The credentials/details entered by the Student will be propped up in the College login.
5) The colleges have to carefully enter and verify the details of the candidates as per the format in the website and submit to the University Login.
6) The last date for online entry is 16.11.2024
7) The colleges have to advise the students to carefully enter details in the appropriate columns in the applications.
8) Once the documents are verified at the University's Superintendent's Login and approval of Registrar's Login, the details will revert back to the College Login for mapping of courses and subjects.
9) At this point of time, the colleges need to be extra careful to verify the details and map the course and subjects. Only the correctly mapped details will appear in the students Login to enable him for making payment of fees etc. As per the past experience, the Colleges without proper verification wrongly map the course and subjects resulting in confusion among the students.

10) The Principals should bear in mind that, wrong mapping of courses and subjects cannot be corrected at any level. In such an event the entire registration and details of the students have to be deleted and fresh entries are to be made only at the University level. This process is time consuming and tedious. Hence the Principals are advised to avoid any wrong mapping with extra and caution.

11) Since the UUCMS is in operation since last 3-4 years, it is expected that the colleges are familiar with the software. The wrong mapping of subjects, courses, students details including the uploading the documents will be viewed seriously and the erring college will be imposed fine.

12) the Principal 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.

13) The Principal has to put his signature and affix the seal at the appropriate place indicated in the application duly enclosing the relevant original documents and copy of the challan for payment of fees for verification on the day of approval of admission in **the following order:-**

a) Consolidated statement of the admitted students downloaded from the UUCMS portal along with course wise and semester wise statement of fee paid, **(As per the UUCMS Online Receipts) or Online NEFT payment receipt favour of the Finance Officer, Bengaluru City University, Bengaluru, (NEFT Details should be certify form finance section)** separately for each course. **(NEFT in the Favour of Finance Officer, A/c No: 05190100016143, IFSC Code:BARB0BANGAL)** Central College Campus on the day of admission approval and the receipt should be enclosed.

b) Marks cards, Transfer Certificate/Migration and Eligibility Certificates (for Foreign students only) PDC, Caste Certificate in original should be produced for verification.

c) **Students statistics Course wise Year wise (I, II, III, IV) Gender wise, Category wise, UG/PG for the year 2022-23 and 2024-25 Hard and Soft Copy.**

d) Details regarding inclusion of Colleges under UGC Act 2F, 12B and NAAC Accreditation should be submitted along with the copies of documents.

e) Priescribed format enclosed.

f) No refund of amount whatsever is the circumstances.

g) As per the University notification Date:09.05.2024 Course wise/ Year wise **student approval fees** has to be calculated by the college itself the amount has to be paid accordingly and also enclose the calculated sheet if any discrepancy arise Principals are held responsible for this.

h) College/Principals/Management has to submit the authosisation letter confirming the **Genuinity of markscard** and Transfer certificate. If any **Forged/Fake** markscards are found during verification Principals/Management held responsible and may lead to disaffiliation of the college.

i) If any Affiliation/ Approval fees pending by the college the university will not process the admission approval of that particular college.

Venue for Approval of Admissions : Academic Section, Bengaluru City University, Central College Campus, Bengaluru.

Note: Incomplete applications and non-submission of required documents will be rejected.

Your co-operation in this regard is solicited.

The following Affiliated colleges for UG Courses coming under Bengaluru City University jurisdiction is scheduled Constituency wise for admission approval as follows:-

Sl No	Constituency wise	Date of Admission Approval	Time
1	All Govt. colleges/ Basavanagudi/ BTM Layout Constituency Colleges	Date:11.11.2024	10.30am to 5.30pm
2	Byatarayanapura/Chamrajpet/ Gandhinagar Constituency Colleges	Date:12.11.2024	10.30am to 5.30pm
3	Chickpet/ Hebbal/ Jayanagar / Shivajinagar Constituency Colleges	Date:13.11.2024 & 14.11.2024	10.30am to 5.30pm
4	Malleshwaram/ Rajajinagar/ Shanthinagar/Yelahanka Constituency Colleges	Date:15.11.2024	10.30am to 5.30pm
5	All Autonomous Colleges and Multi-Disciplinary College	Date:16.11.2024	10.30am to 5.30pm

REGISTRAR

To:

All The Principals of Affiliated colleges of Bengaluru City University, Bengaluru.

Copy to:

1. PS to VC/Registrar / Registrar (Evaluation), Bengaluru City University, Bengaluru.
2. Finance office, BCU has to Certify the NEFT details and issue of receipts to the Colleges on the day of Approval.
3. UUCMS Portal.
4. BCU Website.
4. Office Copy/Guard file.