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BENGALURU
CITY UNIVERSITY

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

NO.BCU/EXAM/BOS/PANEL/UG/PG/EXAMS/SEM/2024-25/417

Dated: 23.04.2024

To,
The Principals of all the Affiliated Colleges of
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 2024-25(Semester Scheme).

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As you are aware, that each year, Bengaluru City University has to prepare the exhaustive panel of examiners in all the subjects for the examination to be held during 2024-25 as mentioned below:

1. PG I to IV Semester exams & MTTM I to X Semester exams 2024-25
2. I to VIII Semester UG exams 2024-25

This is to bring to the notice of the HOD's / Chairpersons of BOS that they shall prepare the list of panel of examiners consisting of eligible teachers including teachers from Government, Aided, Un-Aided Colleges / Departments of Bengaluru City University and other Universities on the basis of seniority for placing the same before BOAE for approval. The guidelines issued by the University from time to time may be followed while preparing the list.

Hence, request you to send the list of eligible teachers and Principal details separately of your colleges in the following 'FORMAT I & II' to the office of the Registrar(Evaluation), Bengaluru City University Bengaluru, subject wise separately in each subject in the form of CD and also Statement (Hard copy) on or before 24.05.2024

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FORMAT-I

for Principal Details

Sl. No.	Name of the Principal Designation Address & Ph.No./Mob.No./ Email-Id	Residential Address	Date of Birth	Date of Entry into service Per/Temp	Length of service	Subject Specialization
1	2	3	4	5	6	7

(View) in website: www.bcu.ac.in

II for Teachers Details

Sl. No.	Name of the teacher Designation Address & Ph.No./Mob.No./ Email-Id	Residential Address	Date of Birth	Date of Entry into service Per/Temp	Length of service	Subject Specialization
1	2	3	4	5	6	7

(View) in website: www.bcu.ac.in

Examination work is mandatory as per K.S.U. Act 2000 and *BCU Examination Manual -2018*. Hence, kindly ensure while submitting the panel that all the names of eligible teachers working in your college/subject-wise (specialization) strictly to be included in the order of seniority, by counting the length of service of each teacher. Violation of seniority will be viewed seriously.

It has been observed that many of the college Principals/Management are not sending the list of eligible teachers to Registrar (Evaluation) to prepare the exhaustive panel of examiners and this attitude has resulted in several problems for the process of evaluation and declaration of results. It is also observed that some Principals are not sending the list of eligible teachers as per the 'FORMAT' cited above. Hence, all the Principals are hereby requested to provide the exhaustive list of eligible teachers in the above prescribed format only to enable the University for Smooth Conduct of examination and announcement of results on time.

As per the *BCU Examination Manual 2018* teachers who have a minimum of **3 years of full-time teaching experience or 5 years of part time teaching experience** of the concerned subject and currently teaching shall be included in the panel containing the service particulars like subject, specialization, experience, correct designation/address/Mobile No., Email-Id, etc.,

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It is the usual routine of this office, that many a times after finalization of the Panel of Examiners in the subject which was approved by the concerned authorities; several teachers approach this office for inclusion of their names in the respective panel of examiners by producing a service certificate issued by the concerned Principals. Such requests will not be considered without the recommendations of the concerned Board of Studies and approval of BOAE and Syndicate, and such names cannot be included in the panel of examiners by this office. As such it is requested to submit the names of the eligible teachers' subject wise without giving room for unnecessary complications.

The University has observed that most of the colleges are not furnishing the complete list of teachers working in their colleges for valuation work. This has caused inordinate delay in valuation & announcement of results. Hence, if the complete list is not furnished, the Principals of the colleges will be held solely responsible and the results of their colleges will be withheld.

In order to avoid such inclusion at regular intervals the Principals of various colleges affiliated to Bengaluru City University are requested to ensure that the exhaustive list of teachers working in your college, is to be provided with the required details as mentioned above to the concerned Chairpersons of the Boards of Studies so as to enable University to prepare the panel of examiners and placed before the Board of Studies meeting for approval.

By Order,



REGISTRAR (EVALUATION)

Bengaluru City University
Central College Campus
Bengaluru - 560 004

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 24.05.2024 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.