

Bengaluru City University

Office of the Registrar (Evaluation),

Ph.No:080-22295559, E-Mail ID: registrar@bcu.ac.in

No. :BCU/01/EXM/UG II, IV, VI,VII & VIII/FN/2024-25 | 512

Date:30.08.2024

NOTIFICATION

Sub: Payment of Examination fees and submission of application by the students of II, IV & VI (Repeaters) VII & VIII (Freshers) Semester UG(NonNEP)Examination for B.A/B.Sc/B.Com/ B.Com(HONS)/ BBA/BBA (Aviation Management)/BCA/BVA/BSW/BHM/B.Voc(I.T)/ B.Voc(A&T)/B.Voc(R.M)/B.Sc(R.Sci)/B.Sc(F.A.D)/B.Sc(I.D.D) /B.A(S.L.P) to be held during September/October-2024

Ref: 1. No.BCU/Aca/Cal of Eve-UG/02/2023-24 Dated 06.02.2024

2. Approval of the Vice-Chancellor dated: 28.08.2024

Applications are invited from the eligible students of the above mentioned courses for payment of examination fees and submission of application forms as per the instructions mentioned below:

The procedure for payment of examination fees for all Theory / Practical examinations scheduled to be held during September/October -2024 is one and the same.

Detailed time table for Practical / Theory examinations will be announced separately.

Examination fees payable by the students of the concerned Courses/Semesters is shown in the Annexure enclosed to this Notification.

Date prescribed for Payment of examination fee and submission of examination application forms:

a	Last Date for Payment of examination fee by the candidates WITHOUT FINE	15.09.2024
b	Last date for payment of examination fee with a Fine of Rs.200/-	17.09.2024
c	Last date for payment of examination fee with a special fine of Rs. 500/-	19.09.2024
d	Last date for payment of examination fee with a special fine of Rs. 1000/-	20.09.2024

Information to students for submission of Examination Application Form and payment of Examination Fee

- 01 Students are required to login to the web portal www.studentportal.universitysolutions.in identify the degree and semester and submit the Examination Application Form
- 02 Students are required to ensure accuracy of all information prior to payment of Examination Fee
- 03 Students are mandatorily required to appear for all subjects of the Second, Fourth and Sixth Semester Examination.
- 04 Students are required to ensure the subjects / papers to which they are appearing prior to payment of Examination Fees.
- 05 Student will have choice to remit examination fee through multiple payment modes. Details of the same are given below.
 - a. The Student can 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 are 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, etc;
 - c. Options/choices for payment of examination fees will be at the discretion of student. Service Charges / Transaction fee varies from ZERO to nominal amount depending on the type of payment option/choice selected by the student and the same will be displayed in the portal when the payment option is selected.
- 06 **Payment of fee at College designated banks has been withdrawn. Hence, Colleges are hereby informed not to collect examination fee directly from students. It is mandatory for the students to pay examination fee only through one of the payment mode / options as mentioned in this Notification. Students are informed to pay examination fee at any banks designated by the University.**
- 07 Students are allowed to download Hall Ticket directly from the Web Portal and the date for downloading of Hall Ticket will be informed by the University.
- 08 **The mere payment of examination fee and submission of application does not qualify the student to appear for the examination, unless he/she fulfils all the conditions laid down by the University in the regulation of the course**
- 09 If the students use Internet Browsing Center for payment of examination fees and if the payment is made from the bank account of other than the student and if there are any malfunctions during the payment, then the concerned students only will be responsible for the same
- 10 The eligible SC/ST and OBC students are hereby advised to pay examination fee in full and claim the refund amount from the respective Government departments through SSP Portal.

NOTE: The Examination fee once paid will not be refunded or re-adjusted under any circumstances. Students are informed to read instructions carefully before filling application through online.

Information to Principals of the Colleges regarding procedures to be followed

- 01 The Principals of all affiliated UG colleges 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, etc;.
- 02 The Colleges shall decide the eligibility of students for appearing for the examination through College Web Portal
- 03 It shall be the responsibility of the college to identify students who are eligible for fee concession through College Web Portal
- 04 The Colleges shall have provision to identify the students for issue of Examination Hall Ticket at the Colleges through College Web Portal
- 05 Students shall be communicated their eligibility to appear for the examination on confirmation from the Colleges. The communication to student shall be sent through SMS / e-mail / notification through Web Portal
- 06 College shall get information of all the students who have paid the examination fee through College Portal
- 07 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
- 08 Students can download the Examination Hall Ticket through the Student Web Portal on getting communication from the University
- 09 Colleges shall provide necessary help/co-operation, if the students desire to download the Examination Hall Ticket in the College
- 10 Based on the examination fee paid, the Question Paper indent will be generated by the University. Therefore, Colleges need not send the Question Paper indent to University
- 11 The Question Paper indent generated by the University will 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 case any discrepancies are noticed.
- 12 Colleges shall download the list of students appearing for the examination and a certified copy of the same has to be submitted to the Registrar (Evaluation)
- 13 List of students appearing for the examination shall be made available to colleges through Web Portal

14. Principals shall ensure that, only those students who have fulfilled the 75% of attendance 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 Colleges are required to prepare for Practical Examination through the College Portal only

16 Colleges are mandatorily required to use the Web Portal for Practical Batch preparation and marks entry

NOTE: Colleges offering courses having practical/ Viva-Voce/ Project/ Dissertation Examinations shall contact the respective BOE Chairpersons well in advance for conduct of the said examinations.

17. Colleges are mandatorily required to use the "Room Allotment" option available in the College Portal for Theory Examinations

18. Invigilators Dairy, in duplicate, have to be printed from the College Portal and one copy of the Invigilator Dairy has to be sent to University as per the direction that will be provided through College Portal

19. Colleges are required to update details of absentees in the Theory Examination online through College Portal prior to the completion of Theory Examination. The consolidated absentees statement generated through the College Portal has to be sent to the University along with Answer Books.

The fee reimbursement is not applicable in respect of repeaters who belong to SC/ST of Karnataka and other states student shall pay prescribed Examination Fee.

20. The Practical examinations time-table for the course wherever prescribed will be notified by the Chief-Superintendent of the concerned examination centre. The practical examination preparation shall be done through Web Portal only. The Practical Batch preparation and entry of marks shall be done through Web Portal only. Marks awarded by the examiners are to be uploaded into the Web Portal by the colleges on the day of examination itself. A copy of the marks entered into the Web Portal has to be printed, verified and signed by all the examiners which will be submitted to the Registrar (Evaluation), Bengaluru City University, Bengaluru in a sealed cover before the commencement of theory examinations. Detailed Time Table for conducting the theory Examination will be notified in due course.

21 The Internal Assessment/Grading (as applicable) shall be uploaded through on-line web portal before the commencement of theory examinations. A copy of the marks entered has to be printed, verified, signed and submitted to the Registrar (Evaluation) in a sealed cover prior to commencement of theory examinations. IA received after the commencement of theory examination shall not be accepted. Therefore, the Principals are informed to pay their personal attention and ensure that IA 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 marks/Grades. Failure on the part of the Principal in this regard will be viewed seriously and the matter will be reported to the Commissioner, Department of Collegiate Education and the Principal Secretary to the Government, Higher Education for further action.

22. As per regulation governing UG courses, a candidate should complete his/her degree course within Five Academic years from the year of admission to the First semester. (UGC guidelines/ Span period/17-18 dated 13.07.2017/Circular)

23. For any clarification / information / help, Principals are informed to contact phone numbers 6363115217, 6363110321 and 6363122560 or support@uniclarc.com

By Order,


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

To,

The Principals of all the Affiliated Colleges of the Bengaluru City University, Bengaluru

Copy to:

- 01 District Social Welfare Officer / District Back Ward Classes Directorate, Bengaluru Urban, Bengaluru.
- 02 PS to VC/Registrar/Registrar (Eva)/Finance Officer, BCU, Bengaluru.
- 03 M/s Logisys, Bengaluru with a request to host the above notification on the Bengaluru City University website, and also send SMS alert to all the Principals of the UG 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.
- 04 The Computer/PRO Sections, BCU, Bengaluru.
- 05 OC.

ANNEXURE No.:BCU/01/EXM/UG VI & VIII/FN/2024-25 Date:26.08.2023

1	2	3	4	5
COURSE	SEMESTER	WHOLE EXAMINATION FEE including Practical / Viva-Voce/ Dissertation/Project (in Rs.)	Marks card fee – Rs.150/- Processing fee – Rs. 75/- (Including Scrutiny and e-Governance fee)	Total Fees
FACULTY OF ARTS				
Bachelor of Visual Arts	8	1980/-	225/-	2205/- + Convocation Fee
FACULTY OF COMMERCE				
Bachelor of Hotel Management	8	1485/-	225/-	1710/- + Convocation Fee
Bachelor of Commerce and B.Com.(HONS)	6	671/-	225/-	896/- + Convocation Fee
Bachelor of Business Administration / BBA (Aviation Management)	6	2365/-	225/-	2590/- + Convocation Fee
FACULTY OF SCIENCE				
Bachelor of Audiology, Speech & Language Pathology	7&8	2605/-	225/-	2830/-+ Convocation Fee +
Bachelor of Science	6	913/-	225/-	1138/- + Convocation Fee
Bachelor of Computer Applications	6	3355/-	225/-	3580/- + Convocation Fee

The students who are appearing for final semester (For all categories of students of Bengaluru City University) are require to pay Convocation degree certificate fees along with their examination fee. Convocation fee is mandatory to all final semester students.

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| <p>1. For Indian Nationals: Rs. 1573/-</p> <p>2. For foreign Nationals: Rs. 6017/-</p> |
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The Examination fees for Repeaters for each Theory & Practical Paper, Viva-Voce, and Dissertation & Project for all the Semesters (Wherever applicable) of the respective courses are prescribed as below:

NO EXAMINATION FEE CONCESSION OR EXEMPTION TO THE REPEATERS BELONGS TO SC/ST STUDENTS.

REPEATERS							
1	2	3	4	5	6	7	8
Sl.No	Course	Theory	Practical	Non-Core Paper	Viva-Voce	Dissertation	Project
FACULTY OF ARTS							
Note: PP-Per Paper(Language & Core Subject), *Subject to a maximum of, PPR-Per Project, MP-Minor Project Odd Semester-II, IV & VI							
1	Bachelor of Arts (without practical subject)	165 PP *660	NA	75 PP	NA	NA	NA
2	Bachelor of Arts (with one or more practical subjects)	165 PP *660	75 PP	75 PP	NA	NA	NA
3	Bachelor of Social Work	165 PP *660	75 PP	75 PP	NA	NA	NA
4	Bachelor of Visual Arts	550 PP *2750	275 PP	75 PP	NA	NA	NA
FACULTY OF COMMERCE							
1	Bachelor of Commerce and B.Com.(HONS)	275 PP *1100	NA	75 PP	NA	NA	NA
2	Bachelor of Commerce (vocational course)	880 PP *3520	275 PP	75 PP	NA	NA	NA
3	Bachelor of Business Administration/BBAM	550 PP *3025	NA	75 PP	NA	NA	NA
4	Bachelor of Hotel Management	550 PP *2750	275 PP	75 PP	275 PP	NA	1650 PPR
5	Bachelor of Vocational Course (Retail Management)	880 PP *3520	275 PP	75 PP	275 PP	NA	NA
FACULTY OF SCIENCE							
1	Bachelor of Science and B.Sc. in Rehabilitation Science	165 PP *660	75 PP	75 PP	NA	NA	NA
2	Bachelor of Computer Applications	550 PP *2750	275 PP	75 PP	NA	NA	1650 PPR
3	Bachelor of Audiology, Speech & Language Pathology	165 PP *660	75 PP	75 PP	NA	NA	NA
4	Bachelor of Science (Fashion & Apparel Design)	880 PP *3520	275 PP	75 PP	NA	NA	NA
5	Bachelor of Science (Interior Design Decoration)	880 PP *3520	275 PP	75 PP	NA	NA	NA
6	Bachelor of Vocational Course (Information Technology)	880 PP *3520	275 PP	75 PP	NA	NA	NA

The Repeaters shall pay the Processing Fee of Rs.75/- in addition to the above fees for each semester

By Order,



Registrar (Evaluation)
Registrar (Evaluation)

Bengaluru City University
Central College Campus
Bengaluru - 560 001