



Circular

Sub: Under Graduate Admission Approval procedures and other instructions for the Academic Year 2020-21

Ref: 1) University Notification No: BCU/ACA/UG-Calendar of Events/216/2020-21
Dated 24-07-2020 and 28-01-2021

2) Vice-Chancellor approval dated:

In partial modification of notification dated 28-01-2021, the revised schedule of approval of admissions for the year 2020-21 is mentioned as under.

Admission Approval Procedures:

1. By using the password already generated by their colleges can access the format of Admission approval form on the screen, course wise, combination wise and semester wise. The colleges have to enter all the details required in the proforma of each candidate in the format. After entering the details of all the candidates, such as course, subject, category and fees, the colleges can download the filled proforma of each candidate. The colleges have to enter the fees to be collected as per the fees notified by the Bengaluru City University and collect the same from the candidates. Entering wrong amounts in the columns will disqualify the candidate and admission will not be approved.
2. In case of freshly affiliated colleges, the colleges are advised to contact logisys support team in examination branch to obtain details of admission procedures.
3. The Colleges / Students have to download individual application form by filling all the particulars in the system itself along with scanned image of photo & signature and submit the same along with the documents mentioned in the circular. Application forms without photograph, Principal's signature and candidate's signature will be automatically rejected without any intimation to the candidate or college. The colleges have to take care to ensure that candidates affix the signatures and also the affiliating Principals seal. Without these signatures the application form will be rejected. One copy of the filled admission approval application form (downloaded after duly filling the details of the candidate) to be submitted to the Registrar (Evaluation) Office Bengaluru City University.
4. D D for the total fee (admission and affiliation fee) shall be submitted along with admission statement.
5. **The Admission approval process will commence from 08-02-2021 to 24-02-2021 on working days between 10.30 A.M. to 5.00 P.M.**

6. The Admission approval will be done in the Senate Hall, Central College Campus, Bengaluru.
7. The colleges have to submit consolidated statements and admission application forms as along with prescribed fees payable in the form of **DD drawn in favour of The Finance Officer, Bengaluru City University** (admission fees and application form fees).
8. The following colleges located in the areas coming under Bengaluru Central University jurisdiction of Karnataka Legislative Assembly Constituencies have to submit the admission statement and the above said documents on the date mentioned against the constituency.

| Sl. No | Constituency | Date | No of Colleges |
|--------|-----------------------------|---------------------------|----------------|
| 1 | Basavanagudi & BTM Layout | 08-02-2021 | 14 + 12=26 |
| 2 | Chamarajpet & Rajajinagar | 09-02-2021 | 11+13=24 |
| 3 | Chikkpet | 10-02-2021 and 11-01-2021 | 28 |
| 4 | Shanthinagar & Shivajinagar | 12-02-2021 | 10+16=26 |
| 5 | Byatarayanapura | 16-02-2021 and 17-02-2021 | 28 |
| 6 | Yelahanka | 18-02-2021 and 19-02-2021 | 35 |
| 7 | Hebbal & Jayanagar | 20-02-2021 and 22-02-2021 | 15+16=31 |
| 8 | Gandhinagar & Malleshwaram | 23-02-2021 and 24-02-2021 | 8+21=29 |

Course Wise (For all Courses except BCA)

1. Karnataka Students Rs. **1670/-** X no. of students=Rs. _____
2. Non Karnataka Students including CBSC and ICSE Rs. **4570/-**X no. of students=Rs. _____
3. Indian Students from outside Indian (NRI) (Excluding Eligibility Fees of Rs. 2900/-) Rs. **9835/-** X no. of students=Rs. _____
4. Foreign Nationals students outside India (Excluding Eligibility Fees of Rs. /-) Rs. **19840/-**X no. of students=Rs. _____
5. Downloaded Admission application fees Rs. **100/-** X no. of students=Rs. _____
6. ದಂಡ ಶುಲ್ಕ / Fine
ದಿನಾಂಕ: 08-01-2021 ರಿಂದ 25-01-2021ರವರೆಗೆ
ಮಾಡಿದ್ದ ಪ್ರವೇಶಾತಿಗೆ ಪ್ರತಿಯೊಬ್ಬರಿಗೆ Rs. 610/- X no. of students = Rs. _____
- Grand Total Rs. _____

Course Wise (For BCA Courses)

| | |
|---|---|
| 1. Karnataka Students | Rs. 8252/- X no. of students=Rs. _____ |
| 2. Non Karnataka Students including CBSC and ICSE | Rs. 11152/- X no. of students=Rs. _____ |
| 3. Indian Students from outside Indian (NRI) (Excluding Eligibility Fees of Rs. 5,800/-) | Rs. 16417/- X no. of students=Rs. _____ |
| 4. Foreign Nationals students outside India (Excluding Eligibility Fees Rs. 8,700/-) | Rs. 23,662/- X no. of students=Rs. _____ |
| 5. Downloaded Admission application fees | Rs. 100/- X no. of students=Rs. _____ |
| 6. ದಂಡ ಶುಲ್ಕ / Fine | |
| ದಿನಾಂಕ: 08-01-2021 ರಿಂದ 25-01-2021ರವರೆಗೆ ಮಾಡಿದ್ದ ಪ್ರವೇಶಾತಿಗೆ ಪ್ರತಿಯೊಬ್ಬರಿಗೆ | Rs. 610/- X no. of students = Rs. _____ |

Grand Total Rs. _____

8. The downloaded admission application form for transferred and re-admission candidates of 3rd and 5th semester have already been hosted on the website www.bcu.ac.in and the application forms will be available till 18-01-2021 only.

9. The Principals are required to submit the following documents at the time of admission approval to the University

- a) Affiliation order with intake issued by the Bengaluru Central University
- b) Admission approval of Karnataka Candidates
 - i) Duly filled downloaded admission application form along with Statement of Students list course wise.
 - ii) Original marks cards of qualifying examination for the eligible course.
i.e. SSLC/PUC/Diploma.
 - iii) Transfer Certificate in original
 - iv) One set of attested photo copies of the above documents.

(In case of non submission of any one of the above documents, his/her admission application will be rejected without assigning any reason.)

- c) For candidates outside Karnataka and CBSE/ICSE/NIOS Candidates of Karnataka.
 - i) Duly filled downloaded admission application form.
 - ii) Original marks cards of qualifying examination for the eligible course.
i.e. 10th Std/ Plus two/ 12th std /NIOS/ CBSE/ ICSE 11th and 12th std marks cards.
 - iii) Migration, Eligibility certificate issued by Bengaluru City University and Transfer Certificate issued from the institute last studied.

(In case of non submission of any one of the above documents, his/her admission application will be rejected without assigning any reasons.)

d) For candidates from outside India/NRIs/Foreign students who have studied outside India, to produce following original certificates

- 4
- i) Original marks cards of qualifying examination for the course.
 - ii) Original Passport, containing official seal of immigration authorities.
 - iii) Valid Student Visa
 - iv) Eligibility certificate issued by Bengaluru City University (Eligibility certificate to be obtained on or before
 - v) AIDS clearance certificate issued by head the authorities.

(In case of non submission of any one of the above documents, his/her admission application will be rejected without assigning any reasons.)

Note: If the colleges do not comply with furnishing of required documents, the admission of such candidates will be cancelled automatically and so to be strictly complied with. Further, the Principals should verify the genuineness of marks cards of qualifying examination issued by recognized boards. The list of recognized boards are available on the University Website: www.bcu.ac.in The Principals will be solely held responsible if they submit marks cards other than the original marks cards issued by the recognized boards and such candidate application will be rejected and action will be initiated against the Principals and colleges as per rules.

STATEMENT SHOWING THE FEES TO BE COLLECTED AND REMITTED FROM EACH STUDENT TOWARDS REGISTRATION, ADMISSION AND OTHER FEES. (for all Courses Except BCA)

| Fees Students / Events | Karnataka PUC Students | Non-Karnataka Students Including CBSC/ISEC Students | Indian Students who have passed the qualifying from other countries | Foreign Students |
|---|------------------------|---|---|-------------------|
| Registration fee | 395/- | 395/- | 395/- | 395/- |
| Admission fee | 140/- | 140/- | 140/- | 2900/- |
| Sports fee (Total Rs. 732/- out of this 70% of the amount Rs. 512/- to be remitted to the University funds) | 460/- | 460/- | 460/- | 460/- |
| Processing fee | 535/- | 535/- | 2900/- | 7245/- |
| Cultural Activities fee | 140/- | 140/- | 140/- | 140/- |
| Eligibility fee | - | 2900/- | 5800/- | *8700/- |
| Total | Rs 1670/- | Rs 4570/- | 9835/- | Rs 19840/- |

FOR BCA COURSES ADMISSION AND REGISTRATION FEES ETC:

| Fees Students / Events | Karnataka PUC Students | Non-Karnataka Students Including CBSC/ISEC Students | Indian Students who have passed the qualifying from other countries | Foreign Students |
|---|------------------------|---|---|--------------------|
| Registration fee | 4,217/- | 4,217/- | 4217/- | 4217/- |
| Admission fee | 2,900/- | 2,900/- | 2900/- | 2900/- |
| Sports fee (Total Rs. 732/- out of this 70% of the amount Rs. 512/- to be remitted to the University funds) | 460/- | 460/- | 460/- | 460/- |
| Processing fee | 535/- | 535/- | 2900/- | 7245/- |
| Cultural Activities fee | 140/- | 140/- | 140/- | 140/- |
| Eligibility fee | - | 2,900/- | 5800/- | *8700/- |
| Total | Rs 8,252/- | Rs 11,152/- | Rs 16,417/- | Rs 23,662/- |

Note: *Eligibility fees to be remitted while applying for Eligibility Certificate

FEE PAYABLE FOR OTHER SERVICES FOR STUDENTS OF UNDER GRADUATE COURSES FOR THE ACADEMIC YEAR 2019-20

The fees in respect of following General items are also enhanced for Under Graduate Courses for the academic year **2020-21**, is as under

- 1. Admission and transfer (UG Courses)
 - a. for students of Karnataka migrating from one University to another within Karnataka - Rs 840/-
 - b. for students of other Universities outside Karnataka - Rs 2870/-
 - c. Re-admission for 3rd and 5th semester - Rs 785/-
 - d. Change of Name including application fees - Rs 1450/-
- 2. Change of Language and optional subject & Additional English Language exemptions - Rs 785/-
- 3. 3rd and 5th Semester Transfer processing fee - Rs 785/-
- 4. Transfer approval fees - Rs 785/-
- 5. Downloaded Admission Approval Form - Rs 100/-
- 6. Sports and Cultural activities fee for 3rd and 5th Semester UG Courses per students - Rs 600/-

Note:-

- 1) The Principals are requested to submit students list and Vouchers/Bills for having collected and spent 30% of total sports fee (Rs. 200/- from each students) on sports activities on or before to the Director, University college of Physical Education, Bengaluru City University, Bengaluru and produce a copy prior to approval of admission.
- 2) Admission application form and statement of transfer students should indicated in separate lists.
- 3) Any entries relating to Change of Language / Additional English / Language Exemption, issued by the University must be supported by certificates / communications issued by Bengaluru City University.

IMPORTANT: The Principals are hereby informed to follow the above guidelines for the admission approval, in order to facilitate the smooth conduct of admission approval. Your cooperation and coordination is solicited in this regard.

BY ORDER

(Signature)
REGISTRAR

To,

- 1. The Principals of all affiliated colleges of Bengaluru City University.
- 2. All the Officers / Superintendents of Admission and Examination section of BCU
- 3. The Deans of all Faculties, BCU
- 4. The Special Officers / Officers on Special Duty / PRO
- 5. The Head, IT Centre, BCU, with a request to publish in the Bengaluru City University website.

Copy to:

- 1. PS to VC / Registrar / Registrar (Evaluation) / Finance Officer, Bengaluru City University, Bengaluru .