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BENGALURU  
CITY UNIVERSITY

## Bengaluru City University

Office of the Registrar (Evaluation),  
Bengaluru Central University, Bengaluru

Ph.No:080-22295559, E-Mail ID:registrarevlubcu@gmail.com

No. :BCU/EX/MBA & MCA/FN/2021-22/11586

Date:17.08.2021

### EXAMINATION FEE NOTIFICATION

**Sub:** Payment of Examination fees and submission of application by the Students for II & IV Semester MBA & II, IV & VI semester MCA Examination to be held during September-2021

**Ref :** 1. Revised calendar of Events No: BCU/ACA/CBSMS/Calener of Eve./D&E/01/2020-21 dated: 22.06.2021  
2.No.BCU/MCA-C.E-III&IV/2020-21 dated 20.03.2021  
3. No. BCU/MCA-C.E/2020-21 dated 20.03.2021  
4.Vice-Chancellor's approval dated 17.08.2021

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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 2021 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.

#### **Payment of examination fee and submission of examination application forms:**

a	Last Date for Payment of examination fee by the candidates <b>WITHOUT FINE</b>	27.08.2021
b	Last date for payment of <b>examination fee with a Fine</b> of Rs.200/-	31.08.2021
c	Last date for payment of <b>examination fee with a special fine</b> of Rs. 1000/-	04.09.2021

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

- 1 Students are required to login to the web portal [www.studentportal.universitiesolutions.in](http://www.studentportal.universitiesolutions.in), identify the faculty/course and submit the Examination Application Form.
- 2 Students are required to ensure accuracy of all information prior to payment of Examination Fee
- 3 Students are mandatorily required to appear for all subjects of the First Year/Second Semester, Second Year / Fourth Semester and Third Year / Sixth Semester Examination.
- 4 Students are required to ensure the subjects / papers to which they are appearing prior to payment of Examination Fees.
- 5 Student have a choice to remit examination fee through multiple payment modes. Details of the same are given below.
  - a. The Student can pay the examination fee at the University designated bank. Student is required to generate appropriate **“Fee remittance challan”** from the Web Portal, pay the prescribed fee at the University designated bank branches across the state.
  - b. The Student may have an option to 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”**
  - c. The University will communicate student the receipt of examination fee through digital communication such as SMS / e-mail / Notification, etc;
  - d. 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.
- 6 **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 as designated by University.**
- 7 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.
- 8 **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**
- 9 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 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 Chairperson/Heads of Department/Coordinator of MBA & MCA Departments & Principals of the Colleges regarding procedures to be followed**

01. The Chairperson/HOD/Coordinator of MBA & MCA Departments & Principals of all affiliated colleges having MBA & MCA courses shall use the College/Department Web Portal 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 Departments/Colleges shall ascertain the eligibility of students for appearing for the examination through Department/College Web Portal
03. The Departments/Colleges have to identify the students for issue of Examination Hall Ticket at the Department/College through Departments/Colleges Web Portal
04. Students shall be communicated their eligibility to appear for the examination on confirmation from the Departments/Colleges. The communication to student shall be sent through SMS / e-mail / notification through Web Portal, etc.
05. Departments/Colleges shall get information of all the students who have paid the examination fee through Department/College Portal
06. The University shall send digital communication to both students and Departments/Colleges as and when the Examination Hall Tickets are made available on the Web Portal
07. Students can download the Examination Hall Ticket through the Student Web Portal on getting communication from the University
08. Departments/Colleges shall provide necessary help/co-operation, if the students desire to download the Examination Hall Ticket in the Department/College
09. Based on the examination fee paid, the Question Paper indent will be generated by the University. Therefore, Departments/Colleges need not send the Question Paper indent to University.
10. The Question Paper indent generated by the University will be made available to Departments/Colleges through Web Portal for information. Departments/Colleges shall verify the Question Paper indent and bring it to the notice of University officials in case any discrepancies are noticed.
11. Departments/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)
12. List of students appearing for the examination shall be made available to Departments/Colleges through Web Portal

13. **The Chairperson/HOD/Coordinator of MBA & MCA Departments & 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.**
14. Departments/Colleges are required to prepare for Practical Examination through the Department/College Portal only
15. Departments/Colleges are mandatorily required to use the Web Portal for Practical Batch preparation and marks entry

**NOTE: Departments/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.**

16. Departments/Colleges are mandatorily required to use the "Room Allotment" option available in the Web Portal for Theory Examinations
17. Invigilator Dairy in duplicate are to be printed from the Web Portal and one copy of the Invigilator Dairy is to be sent along with the Answer Books to the University
18. Students absent in the Theory Examination has to be updated Online through Web Portal prior to the completion of Theory Examination. The consolidated absent statement generated through the Web Portal is to be sent to University along with Answer Books.

**19. INFORMATION REGARDING SCHOLARSHIP (FEE CONCESSION FROM THE GOVT):**

- a. **As per Govt. Order No. ಹಿಬಿಸಿಕೆ/ 589/ ಬಿಎಂಎಸ್/ 2013, ದಿನಾಂಕ:05-10-2013 ಮತ್ತು 06-08-2014,** the Tuition, Laboratory, Examination, Library and Sports fee (The amount of Fees prescribed by the University or the maximum limit of fees fixed by the BCWD whichever is less) of the Cat-1, 2A, 3A & 3B and other students will be reimbursed to the concerned student bank account directly, for the students who are eligible for admission to the said course and year, subject to the condition that the Annual Income limit which is reflected in the Government Order(Cat-1 students whose Parents' Annual Income is less than or equal to Rs. 2.5 lakhs and other 2A, 3A & 3B students whose Parents' annual Income is less than or equal to Rs.1.0 lakh) are eligible to apply for the reimbursement of fees.
- b. The students belonging to **minority community** (i.e., Muslims, Christians, Buddhists, Sikhs, Anglo Indians, Jains etc.,) whose parents' annual income is less than or equal to Rs.2,00,000/- (Rupees Two Lakhs only) are eligible to apply for incentive of Rs. 4,000/- from **Minorities Welfare Department (MWD)** as per the norms of MWD (ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: MWD 21/MDS 2011 dated: 02-08-2014).
- c. The Chairperson/HOD/Coordinator of PG Departments & the Principals of the Colleges shall ensure that the prescribed examination fees from the Cat-1, 2A, 2B, 3A, 3B and other students is paid. The prescribed fee shall also be collected from SC/ST students whose parents' annual income is more than are 2.5 lakhs.

**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 updated into the Web Portal by the Departments/Colleges on the day of examination itself. A copy of the marks uploaded into the Web Portal has to be printed, verified and signed by all the examiners has to be submitted to the Office of 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 updated through on-line web portal before the commencement of theory examinations. A copy of the marks entered is to be printed, verified, signed has to be submitted to the office of 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 Chairperson/HOD/Coordinator of MBA & MCA Departments & Principals are requested 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 Chairperson/HOD/Coordinator of MBA & MCA Departments & Principal of the respective college will be personally held responsible for non-submission of IA marks/Grades. Failure on the part of the Chairperson/HOD/Coordinator of MBA & MCA Departments & Principal in this regard will be viewed seriously and the matter will be reported to the Hon'ble Vice-Chancellor and the Commissioner, Department of Collegiate Education and the Principal Secretary to the Government, Higher Education as the case may be, for further action.
23. As per regulation governing MBA & MCA courses, a candidate should complete his/her course within **Four** Academic years from the date of admission to the First semester. In case of three years P.G. Courses, a candidate should complete his/her course within **Five** Academic years from the date of admission to the First semester. (UGC guidelines/ Span period/17-18 dated 13.07.2017/Circular)
24. For any clarification / information / help, Principals are informed to contact 6363115217, 6363110321 and 6363122560 or [support@uniclare.com](mailto:support@uniclare.com)

By Order,

  
Registrar (Evaluation)

**Registrar (Evaluation)**

Bengaluru City University  
Central College Campus  
Bengaluru - 560 001

To,

The Chairperson/HOD/Coordinator of MBA & MCA Departments & Principals of all the Affiliated Colleges of the Bengaluru City University, Bengaluru

Copy to:

1. District Social Welfare Officer / District Back Ward Classes Directorate, Bengaluru Urban, Bengaluru.
2. PS to VC/Registrar/Registrar (Eva)/Finance Officer, BCU, Bengaluru.
3. 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 MBA & MCA 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.
4. The Computer/PRO Sections, BCU, Bengaluru.
5. FC/OC.

**FEE PRESCRIBED FOR THE EXAMINATION****1. Master of Business Administration (MBA)**

II Semester (Full Exam Fee) +	:	Rs.2550/-
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75/-)	:	Rs. 225/-
		<hr/>
		<b>Rs. 2775/-</b>
IV Semester (Full Exam Fee + Project fee)	:	Rs.2950/-
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75/-)	:	Rs. 225/-
		<hr/>
		<b>Rs. 3175/-</b>

**2. Master of Science (MCA)**

II Sem Rs.2200/-	:	Rs.2400 /-
Practical Rs. 200/-		
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75/-)	:	Rs. 225/-
		<hr/>
		<b>Rs. 2625/-</b>
IV Sem Rs.2200/-	:	Rs.2400/-
Practical Rs. 200/-		
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75/-)	:	Rs. 225/-
		<hr/>
		<b>Rs. 2625/-</b>
VI Sem Rs.2150 /-	:	Rs.2500/-
Practical Rs. 200/- Viva-Voce-150/-		
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75/-)	:	Rs. 225/-
		<hr/>
		<b>Rs. 2725/-</b>

**Convocation degree certificate fees shall pay the students who are appearing for final semester (For all categories of students of Bengaluru City University)**

**1. For Indian Nationals: Rs. 1180/-**

**2. For foreign Nationals: Rs. 4515/-**

**FEE PRESCRIBED FOR THE REPEATERS EXAMINATION**

**MBA**

Per Paper (For Back / Failed paper) : Rs. 825/-

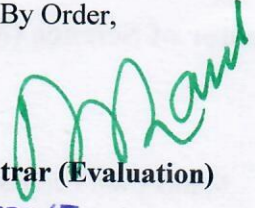
**MCA**

For Repeaters Per Subject each Semester : Rs.825/-

Practical-Rs.200/- Viva-Voce-150/- : Rs.350/-

**Note: 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