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BENGALURU
CITY UNIVERSITY

Office of the Registrar (Evaluation), Central College Campus, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001.
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No. :BCU/EX/MBA & MCA/FN/2023-24

Date: 21.10.2023

EXAMINATION FEE NOTIFICATION

Sub: Payment of Examination fees and submission of application by the Students for II & IV Semester (repeaters) MBA (Day & Evening) & II, IV & VI semester (Repeaters) MCA Examination to be held during December-2023

- Ref: 1. Calendar of Events No: BCU/Cal of Events M.C.A/2022-23 Dated: 03.05.2023
2. Calendar of Events No: BCU/M.B.ACal of Events/II & IV/2023-24 dated: 13.07.2023.
3. Vice-Chancellor's approval dated 21.10.2023

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 December 2023 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.

Dates 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	04.11.2023
b	Last date for payment of examination fee with a Fine of Rs.200/-	09.11.2023
c	Last date for payment of examination fee with a special fine of Rs. 1000/-	14.11.2023

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

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.

- 1 Students are required to login to the web portal www.studentportal.universitysolutions.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, Third Year / Sixth Semester and Fourth Year / Eight Semester Examination.
- 4 Students are required to ensure the subjects / papers to which they are appearing prior to payment of Examination Fees.
- 5 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.
- 6 **It is mandatory for the students to pay examination fee online 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.**
- 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 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.

Information to Chairperson/Heads of Department/Coordinator of MBA & MCA Departments of this University & Principals of the Colleges regarding procedures to be followed

01. The Chairperson/HOD/Coordinator of MBA & MCA Departments & Principals of all affiliated colleges offering 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. It shall be the responsibility of the Departments/Colleges to identify students who are eligible for fee concession through Department/College Web Portal.
04. The Departments/Colleges have to identify the students for issue of Examination Hall Ticket at the Department/College through Departments/Colleges Web Portal.
05. 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.
06. Departments/Colleges shall get information of all the students who have paid the examination fee through Department/College Portal.
07. 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.
08. Students can download the Examination Hall Ticket through the Student Web Portal on getting communication from the University.
09. Departments/Colleges shall provide necessary help/co-operation, if the students desire to download the Examination Hall Ticket in the Department/College
10. 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.
11. 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.
12. 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)
13. List of students appearing for the examination shall be made available to Departments/Colleges through Web Portal

14. **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.**
15. Departments/Colleges are required to prepare for Practical Examination through the Department/College Portal only
16. 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.

17. Departments/Colleges are mandatorily required to use the “**Room Allotment**” option available in the Department/College Portal for Theory Examinations
18. Invigilators Dairy, in duplicate, have to be printed from the Department/College Portal and one copy of the Invigilator Dairy has to be sent to University as per the direction that will be provided through Department/College Portal
19. Departments/Colleges are required to update details of absentees in the Theory Examination online through Department/College Portal prior to the completion of Theory Examination. The consolidated absentees statement generated through the Department/College Portal has to be sent to the University along with Answer Books.
20. The Practical examination time-table for the courses 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 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 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 uploaded has to be printed, verified, signed has to be 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 Chairperson/HOD/Coordinator of MBA & MCA Departments & 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 Chairperson/HOD/Coordinator of MBA & MCA Departments & the Principals of the respective colleges 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 & the 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.

22. 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)
23. For any clarification / information / help, Principals are informed to contact phone numbers 6363115217, 6363110321 and 6363122560 or 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. Website administrator with a request to host the above notification on the Bengaluru City University website. and also send SMS alert to all the Chairperson of MBA & MCA Departments and 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)****1. MBA – Master of Business Administration**

II Semester (Full Exam. Fee)	Rs. 3086/-
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75/-)	Rs. 225/-
	Rs. 3,311/-
IV Semester (Full Exam Fee + Project fee)	Rs.3570/-
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75/-)	Rs. 225/-
	Rs. 3795/-

2. Master of Science (MCA)

II Sem Rs.2662/-	Rs.2862/-
Practical Rs. 200/-	
Marks Card Fee (Rs.150/-) + Processing Fee(Rs.75/-)	Rs. 225/-
	Rs. 3087/-
IV Sem Rs.2662/-	Rs.2862/-
Practical Rs 200/-	
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75/-)	Rs. 225/-
	Rs. 3087/-
VI Sem Rs.2602/-	Rs.2952/-
Practical Rs. 200/- Viva-Voce-150/-	
Marks Card Fee(Rs.150/-) + Processing Fee(Rs.75 -)	Rs. 225/-
	Rs. 3177/-

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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| 1. For Indian Nationals: Rs. 1430/-
2. For foreign Nationals: Rs. 5470/- |
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FEE PRESCRIBED FOR THE REPEATERS EXAMINATION

MBA

Per Paper (For Back / Failed paper) : Rs. 1000/-

MCA

For Repeaters Per Subject each Semester : Rs.1000/-

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

