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BE BOUNDLESS

BENGALURU CITY UNIVERSITY

Bengaluru City University

Office of the Registrar (Evaluation),
Ph.No:080-22295559, E-Mail ID:registrarevlubcu@gmail.com

No. :BCU/EX/MBA & MCA /FN/2022-23

Date: 09.05.2023

EXAMINATION FEE NOTIFICATION

Sub: Submission of application and Payment of Examination fees in Respect of the students of I & III Semester MBA (Day & Evening) & I & III Sem MCA (Freshers & Repeaters) Examination For May/June-2023 (NON NEP)

Ref: 1. **C**alendar of Events No: BCU/PG-Cal of Events/I& III sem/MBA/2022-23 Dated: 03.01.2023 & 17.02.2023

2. Vice–Chancellor's approval dated 21.04.2023

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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 May /June -2023 is one and the same.

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

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

a	Last Date for Payment of examination fee **WITHOUT FINE**	20.05.2023
b	Last date for payment of **examination fee with a Fine** of Rs.200/-	23.05.2023
c	Last date for payment of **examination fee with a special fine** of Rs. 1000/-	25.05.2023

FEE PRESCRIBED FOR THE EXAMINATION

Master of Business Administration (MBA)

I Semester (Full Exam Fee) (Full Examn. Fee + Project fee)	:	Rs. 2805/-
III Semester (Full Exam Fee) (Full Examn. Fee + Project fee)	:	Rs.3245/-

Master of Science (MCA)

I Sem (Full Exam Fee)	:	Rs.2662/-
III Sem (Full Exam Fee)	:	Rs.2665 /-

In addition to the prescribed fee for the Examination, the below mentioned amount has to be paid by all the candidates irrespective of the caste / category.

1.	Marks card fee	–	Rs.150/-
2.	Processing fee (Including Scrutiny and e-Governance fee)	–	Rs. 75/-
	Total	-	**Rs. 225/-**

FEE PRESCRIBED FOR THE REPEATERS EXAMINATION

MBA

Per Paper (For Back / Failed paper)	:	Rs. 910/-

MCA

Per Paper (For Back / Failed paper)	:	Rs. 910/-
Practical	:	Rs.200/-

Note:

1. ***The Repeaters shall pay the Processing Fee of Rs.75/- in addition to the Above Fees for each semester***

2. ***Those who are completed N (Normal) +2 years of in their courses and got Special permission from the Registrar (E) are also permitted to pay their Examination fee. (2018 Batch Students only) They shall pay examination fee***

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.universitysolutions.in identify the degree and semester 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 Second Year/Third Semester and Third year / Fifth 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.

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 Department of this University & Principals of the Colleges regarding procedures to be followed

01. The Chairperson/HOD/Coordinator of MBA & MCA Department & Principals of all affiliated colleges having MBA & MCA course shall use the College/Department 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.

02. The Departments/Colleges shall ascertain the eligibility of students for appearing for the examination through College/Department Web Portal.

03. It shall be the responsibility of the Departments/Colleges to identify students who are eligible for fee concession through College/Department Web Portal.

04. The Departments/Colleges have to identify the students for issue of Examination Hall Ticket at the Department/College through Department/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

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 the 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. **Chairperson/HOD/Coordinator of MBA & MCA Department & 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

<u>NOTE:</u> 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. Invigilator 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.

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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 Department & 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 Department & Principal 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 Department & 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 PG Course, a candidate should complete his/her course within **Six** 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 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 Department & 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 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.