

BANGALORE  **UNIVERSITY**

Ex.VA/UG/Fee Notification/ 2015-16

Office of the Registrar (Eva),
Pareeksha Bhavan,
Jnana Bharathi,
Bangalore 560 056

Dated: 18-02-2016

NOTIFICATION

Sub: Collection of II /IV/VI Semester BA/B Sc/B Com/BBM/BCA /BVA/BSW/
B.Sc (H.Sc)/BASLP II, IV, VI & VIII Semester BHM etc., Examination &
Degree Certificates Fees- Procedure and other instructions for April/May-
2016 examination.

- Ref: 1. U.O.No. ACA-I/UG/Calendar of Events/2015-16, Dated:26.11.2015.
2. BCWD Notification No.BCK/SS/CR-34/2014-15, Dated:14-08-2014.
3. Vice-Chancellor's Approval dated: 16.02.2016

It is hereby notified that, the procedures to be followed for collection of examination fees for II, IV and VI Semester BA / B Sc/ B Com/ BBM/ BCA (2k8)/BSW/BVA/B Sc (H Sc)/ BASLP/ II, IV, VI & VIII Semester BHM etc., examination and filling of examination application forms are as detailed below. The Officers/Officials of Examination Section of BU and Principals and their staff of affiliated colleges have to follow the procedures laid down scrupulously as was done during previous examinations.

Further, as per the resolution of the Syndicate dated: 04-02-2015, in addition to the Examination fee the candidates who are appearing for 6th Semester Examination as fresher & also repeaters have to pay prescribed degree certificate fee also.

1. The Principals of all Affiliated UG colleges have to use the PASSWORD issued to them during previous examination for downloading the examination fee collection pro-forma of April/ May-2016 examinations from the website www.bangaloreuniversity.education. By using the password the colleges can access the format of examination on the screen, coursewise and semesterwise. The colleges have to enter all the details required in the pro-forma of each candidate in the format. After entering the details of all the candidates, such as course/semester, subject appearing, category and fees, the colleges can download the filled pro-forma of each candidate. The colleges have to collect the fees as per the fees notified hereunder from the candidates.
2. The colleges have to download individual application form after filling all particulars in the system itself and submit the same along with necessary documents. The colleges have to take the photo of the candidate through web camera. If the web camera is not available or if there is no facility to scan the photos, such colleges have to download the filled application form and collect the photos from the candidate and paste in the space provided on the downloaded application form.

Payment of examination fee and submission of examination application forms/DDs:

a	Last Date for Payment of examination fee and submission of duly filled examination application forms to the college by the candidates (Fresher and Repeater) WITHOUT FINE	03-03-2016
b	Last Date for Submission of DD and duly filled downloaded examination application forms by the colleges to the Registrar(Evaluation) (without Fine) City Colleges Rural Colleges	08-03-2016 11-03-2016
c	Last date for payment of examination fee with a Fine of Rs.200/-	15-03-2016
d	Last date for payment of examination fee with a special fine of Rs. 1000/-	30-03-2016
e	Last date for submission of DD and duly filled downloaded examination application forms by the colleges to Registrar (Eva) with Fine.	01-04-2016

f	Last Date for submission of Question Paper Indent along with one set of candidate list(for verification) to the Confidential Section	17-03-2016
g	Hosting of admission tickets on the website who have paid Examinations fee before 15-03-2016	20-03-2016

3. PROCEDURE FOR SUBMISSION OF EXAMINATION FORMS AND PAYMENT OF EXAMINATION FEE:

- a) The Bangalore University has introduced collection of examination Fees through on-line for the UG courses
- b) The principals have to collect the exam fees as per the schedule shown above.
- c) The principals should obtain the DD for examination fees collected immediately on the next day of the last date fixed for the collection of examination fees.
- d) Principals have to use the same PASSWORD issued previous years for accessing exam application form, and new colleges have to obtain the Password by submitting an application along with affiliation order and Mobile Number of the Principal.
- e) University will host the list of candidates of 2nd, 4th and 6th (& 8th Sem in BHM) semesters Fresher and Repeaters coursewise/semesterwise with Register numbers on the website www.bangaloreuniversity.education.
- f) After entering the password, the Principals will get the coursewise list of 2nd 4th and 6th semester 8th Sem(BHM) candidates. Under coursewise list, the list of candidates with Register number will be displayed on the screen.
- g) When the Register number of the candidate is entered on the system, his application form will be displayed on the screen with all the subjects of 2nd, 4th, and 6th (&8th BHM) semesters.
- h) Colleges have to tick on the subject for which the candidate is appearing for the examination. If any subject is not displayed, the colleges have to enter the subject and tick on the subject in the column provided in the system.
- i) If any candidate's (Fresher or Repeater) information is not found on the website, then there is a provision on the website for the Principal to add the details of the left out candidates.
- j) After ticking on all the subjects, the computer automatically displays the total amount of examination fees to be paid by the candidate.
- k) Thereafter, the Principal may take out print outs of the Student copy, College copy and the University copy. After taking the print out, the colleges have to verify the fees printed in the downloaded examination application with the fees notified in the examination fees Table-1 and Table-2. Collect the examination fees from the candidates and issue the student copy with the seal and signature of the Principal to them.
- l) On the last day of the notified date, the system will get automatically locked and the colleges can take print out of the total number of candidates, total amount to be paid, coursewise and semesterwise. On that basis the colleges have to obtain **Examination Fee Demand Draft** drawn in favour of the **Finance Officer, BUB** and submit the same to the **Account section at Pareekshabhavan, Jnanabharathi Campus** along with **three sets of downloaded candidate list** to issue examination admission ticket and nominal rolls.
- m) For extension of any dates in payment, the same procedure has to be followed with fine on the notified dates mentioned in the fee extension notification.

n) Principals shall ensure that, only those students who have fulfilled the attendance requirement as laid down in the regulation of the course, shall be allowed to fill in the examination application and only such students shall be permitted to appear for examination.

4. DETAILS OF EXAMINATION FEES TO BE COLLECTED FROM GENERAL MERIT STUDENTS:

TABLE-1

1	2	3	4	5
Sl. No	COURSE	II, IV, VI & VIII Semester Whole Examination fee** (Rs.)	II, IV, VI & VIII semester Repeaters per Paper fee** (Rs.)	Convocation degree Certificate fee to be collected only from the students who are appearing for VI semester (For all categories of students of Bengaluru University) Rs.
1	B.A/B.A(Music)	347/-	121/-	a. For Indian Nationals: 800/- b. For Foreign Nationals: 3730/-
	B.Com	506/-	198/-	
3	B. Sc/BASLP	413/-	121/-	
4	B. Sc (FAD)	2580/-	650/-	
5	BBM	1331/-	347/-	
6	BHM	1716/-	347/-	
7	BVA	1716/-	347/-	
8	BCA	1716/-	457/-	

* In Addition to Examination Fee shown in table-1, Common Fees also to be collected as per table-2.

TABLE - 2: COMMON FEES:

Sl. No.	Particulars	Without Practical Rs.	With Practical Rs.	With Practical /Viva Voce / Project/Dissertation Rs.
1	Examination Application Fee	10/-	10/-	10/-
2	OMR (Theory) Sheet Fee	15/-	15/-	15/-
3	Marks Card Fee	150/-	150/-	150/-
4	Scrutiny Fee	10/-	10/-	10/-
5	Examination Processing Fee	50/-	50/-	50/-
6	OMR (Practical) Sheet Fee	-	15/-	15/-
7	Practical Examination Fee (For Each Practical) where ever applicable	-	50/-	50/-
8	OMR (Practical/Viva -Voce) Sheet Fee	-	-	15/-
9	Viva-Voce/Project/Dissertation wherever applicable	-	-	150/-

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

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

- a. The Principals of the colleges are not supposed to demand the prescribed examination fees from SC/ST students of Karnataka (ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: ಸಕಾಇ-83/ ಪ.ಕಾ.ಬಿ 2012, ಬೆಂಗಳೂರು ದಿನಾಂಕ: 27-06-2013). The fees prescribed to be paid by them will be reimbursed by the Social Welfare Department on submission of On-line Post-Metric applications by the SC/ST students.

The Principals should ascertain that the SC/ST students have submitted the following photocopies of the documents (attested by the Gazetted Officer) along with on-line Post-Metric Application (on which the photo of the student and 15 digit Registration Number is displayed):-

1. Caste Certificate of the Student issued by the Tahsildar.
2. Parents' Annual Income Certificate (less than or equal to Rs.2.5 laks) issued by the Tahsildar. (valid up to 5 years) (If the parent of the student is a State/Central Government Employee, salary slip shall be insisted along with the Income Certificate).
3. Previous Year Marks Card/Result sheet.

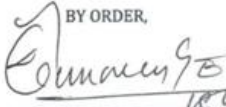
However the SC/ST students whose fees are reimbursed from the Social welfare Department students shall pay only the OMR sheets fee of Rs. 15/- each for Theory, Practical and Viva-Voce/Project/Dissertation.

The Principals of the colleges shall obtain the reimbursement of fees by forwarding the Online Post-Metric applications to the Social Welfare Department. The fees will be remitted to Principal's account DIRECTLY by CASH TRANSFER from The Social Welfare Department. **If the fees so remitted to Principal's account is disbursed to the concerned students, the concerned Principal shall collect the prescribed fees of this semester along with the fees of previous semester from such SC /ST students and remit the same to the University account without fail.**

- b. THE FOLLOWING SC/ST CANDIDATES ARE NOT ELIGIBLE TO CLAIM FEE REIMBURSEMENT
1. SC/ST Students from other states.
 2. SC/ST students of Karnataka whose parents' annual income is more than 2.5 lakhs.
- c. However, if the above documents are not found to be enclosed along with the Online Post-Metric application, the Principals shall collect the full prescribed fee from the SC/ST students. The fee reimbursement is not applicable for repeaters who belong to SC/ST of Karnataka. Hence, the Principals shall collect the prescribed fees from the repeaters and SC/ST students of other States and remit the same to the University account.
- d. In case of non-receipt of Scholarship/Fee reimbursement of a particular student from the Social Welfare Department for the reasons mentioned therein by the Social Welfare Department, the Principal shall collect the prescribed fee of this semester along with fee of previous semester and remit the same to the University account without fail.

- e. As per Govt. Order No. ಕಿಜಿಸಿಲೆ/ 589/ ಜಿಎಂಎಸ್/ 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 College Bank Account, 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 lacs and other 2A, 3A & 3B students whose Parents' annual Income is less than or equal to Rs.1.0 lacs are eligible to apply for the reimbursement of fees).
- f. The candidates belonging to **minorities** (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).
- g. **The principals of the Colleges shall collect the prescribed examination fees from the Cat-1, 2A, 2B, 3A, 3B and other students. The prescribed fee shall also be collected from SC/ST students whose parents' annual income is more than are 2.5 lakhs.**
- h. The Principals of the Colleges should give undertaking to the effect that they would get the re-imbusement of Examination fees of students and remit them to the University.
6. **The mere payment of examination fee and submission of application does not entail the student to appear for the examination, unless he/she fulfils all the conditions of the course laid down in the regulation of the course by the University.**
7. 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 should be conducted before theory examination. After the completion of all the practical examinations, the practical OMR sheets should be inserted in colored covers, semesterwise, coursewise, subject/paperwise and seal the same. Sealed Practical OMR sheets covers should be submitted to the Office of the Registrar (Evaluation), Pareeksha Bhavana, Jnana Bharathi, Bangalore. 560056 on or before **23.04.2016**. Detailed Time Table for Theory Examination will be notified in due course.
8. Colleges have to collect the practical OMR sheets duly printed with Reg.No and the coloured covers from the Office of the Registrar (Evaluation), Pareeksha Bhavana, Jnana Bharathi, Bangalore. 560 056, on or before **01.04.2016**.
9. **The Internal Assessment/Grading (as applicable) shall be submitted through on-line on or before 23.04.2016. to the University website www.bangaloreuniversity.education using the same Pass Word given previous year, and also hard copy of the Internal Assessment/Grading (as applicable) should also be submitted on or before 23.04.2016 to the Registrar (Evaluation), Pareeksha Bhavana, Jnana Bharathi, Bangalore. 560 056. IA received after the last date will not be accepted. Therefore, the 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 Principal of the respective college 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, Collegiate Education and the Principal Secretary, Higher Education for further action.**

10. Late submission of examination applications and DD if any, to the University by the colleges will attract penal fee of Rs.5,000/-.
11. Question Paper Indent Pro-forma will be hosted on University web site www.bangaloreuniversity.education during the first week of March 2016, the same should be downloaded and fill the same. Filled question paper indent (Hard Copy only) along with one set of candidate list (for verification & return) should be submitted to the Confidential Section, Examination Branch, Natural Science Block, Central College Premises, Dr. Ambedkar Veedhi, Bangalore-560 001 on or before 17.03.2016 failing which Rs.5,000/- will be imposed as penal fee for late submission.
12. **As per regulation governing UG courses, a candidate should complete his/her degree course within SIX Academic Years from the date of admission to the First Semester.**

BY ORDER,

REGISTRAR (EVALUATION)
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To. The Principals of all the Affiliated Arts/Science/Commerce/BBM/BCA/BHM colleges of the Bangalore University.

Copy to:

1. Sri. Avinash, Attristech Enterprises, Bangalore with a request to host the above notification on the Bangalore University website, and also send SMS alert to all the Principals of the UG Course of Bangalore University.
2. PS to VC/Registrar/Registrar/Registrar(Eva)/Finance Officer, BUB.
3. All Officers/Superintendents of Examination Branch, BUB
4. The Manager, SBM., Bangalore Branch/JB Campus Branch, Bangalore.
5. The Director of Students' Welfare, BUB.
6. The Computer/PRO Sections, BUB.
7. FC/OC.