

BANGALORE



UNIVERSITY

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

Office of the Registrar (Evaluation),
Pareeksha Bhavan,
Jnana Bharathi,
Bangalore- 560 056
Dated: 24.08.2015.

NOTIFICATION

- Sub:** Collection of I/III&V Semester BA/B Sc/B Com/BBM/BCA (2K8)/B Sc (H.Sc)BSW/BVA/BASLP/I, III, V & VII Semester BHM etc., Examination Fees- Procedure and other instructions for November/December-2015 examination.
- Ref:** 1. U.O.No. ACA-I/R3/UG/Calendar of Events/2015-16, Dated: 26.05.2015.
2. Proceedings of Academic Council dt.02.11.2014.
3. **Govt. Order No.** ಸಜ್ಜೆ 83 ಪಕವಿ 2013, ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 27-06-2013
4. The Vice-Chancellor Approval Dated: 21.08.2015.
5. Decision of Syndicate Dated: 20.08.2015.

It is hereby notified the procedures to be followed for collection of examination fees for I, III and V Semester BA/BSc/BCom/BBM/BCA (2K8)/B.Sc (H.Sc) BSW/BVA/BASLP - I, III, V & VII 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.

1. The Principals of all Affiliated UG colleges have to use the PASS WORD issued to them during previous examination for downloading the examination fee collection pro-forms of Nov./December 2015 examinations from the website www.attristech.com/bu. By using the password, the colleges can access the format of examination on the screen, course wise and semester wise. 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	19.09.2015
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	22.09.2015
	Rural Colleges	23.09.2015

c	Last date for payment of examination fee with a Fine of Rs.200/-	28.09.2015
d	Last date for submission of DD and duly filled downloaded examination application forms by the colleges to Registrar(Eva) with Fine	30.09.2015
e	Hosting of admission tickets on the website	08.10.2015
f	Last Date for submission of Question Paper Indent along with one set of candidate list(for verification) to the Confidential Section	30.09.2015

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 PASS WORD issued previous years for accessing exam application form, and new colleges have to obtain the Pass Word by submitting an application along with affiliation order and Mobile Number of the Principal.
- e. i) University will host the list of candidates of 1st, 3rd & 5th (& 7th sem. In BHM) semesters, Fresher and repeaters course wise/semester wise with register numbers on the website www.attristech.com/bu.
ii) The list of 1st semester Fresh candidate will be hosted after Admission approval on the website www.attristech.com/bu
- f. After entering the password, the Principals will get the course wise list of 1st, 3rd & 5th (& 7th Sem. in BHM) candidates. Under course wise 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 1st, 3rd and 5th & 7th semesters.
- h. Colleges have to tick on the subject for which the candidate is appearing for the exam. 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, course-wise and semester wise. 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 **Deputy Registrar-II** 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
Sl.No.	COURSE	I, III, V & VII Semester Whole Examination fee** (Rs.)	I, III, V & VII semester Repeaters per Paper fee** (Rs.)
1	B.A/B.A(Music)	315	110
2	B.Com	460	180
3	B. Sc/ BASLP	375	110
4	B. Sc (FAD)	2345	590
5	BBM	1210	315
6	BHM	1560	315
7	BVA	1560	315
8	BCA	1560	415

**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	With Practical	With Practical/Viva-Voce/ Project/Dissertation
1	Examination Application Fee	25	25	25
2	Marks Card Fee	130	130	130
3	Scrutiny Fee	10	10	10
4	Examination Processing Fee	50	50	50
5	Practical Examination Fee (For Each Practical)	-	50	50
6	Viva-Voce/Project/Dissertation	-	-	150

5. a) The Principals of the colleges are not supposed to demand the prescribed examination fees from SC/ST students of Karnataka. The fees prescribed to be paid by them will be reimbursed by the Social Welfare Department on submission of the On-line Post-Metric applications by the SC/ST students. 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 DIRECT by CASH TRANSFER from the Social Welfare Department.
- b) 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 lakhs) 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.

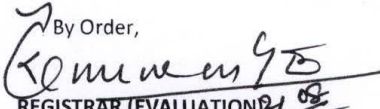
- c) However, if the above documents are not found to be enclosed along with the Online Post-Metric application, the Principals shall collect the prescribed fee from the students.
- d) In case of non receipt of Scholarship/Fee reimbursement of a particular student from the Social Welfare Department for the reasons mentioned therein by the Social Welfare department that student shall be directed to pay all the prescribed admission and other fees, odd and even semester examination fees before appearing for the next semester examination.

BCWD Notification No. BCK/SS/CR-34/2014-15, Dated 14.08.2014

- e) As per Govt. Order No. BCK/589/BMS/2013, dated: 05.10.2013 & 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 BCWD, whichever is less) of Category -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 Govt. order.
- f) The Principals of the colleges shall not collect the prescribed examination fees from the Category-1, 2A, 3A, 3B and other students. Cat-1 students whose Parents' Annual Income is less than or equal to Rs. 2.5 lacs and other students whose parents' Annual Income is less than or equal to Rs. 1.0 lacs are eligible to apply for the reimbursement of fees. In the case of these students, the backward Class Welfare Department will reimburse the examination fee on submission of fee concession application to the concerned office along with the documents mentioned in the notification of the BCWD Notification No/ BCK/SS.CR-34/2014-15, Dated 14.08.2014 (Website: Karepass.cgg.gov.in or www.backwardclasses.kar.nic.in)
- g) **The principals of the concerned colleges are responsible to get the reimbursement of examination fees of Category-1, 2A, 2B, 3A, 3B and other students from the Backward Classes Welfare Department(BCWD) of the Government. If the fees of a particular student are not reimbursed by the BCWD for the reasons mentioned therein by the BCWD, such a student shall be directed to pay the prescribed Examination fee/the difference amount of the university examination fee and the examination fee Reimbursed by the BCWD and remit the same (both Odd and Even semester examination fees) to the university at the time of submission of examination application of even semester examination.**
- h) The Principals of the colleges should give undertaking to the effect that they would get the reimbursement of examination fees of students and remit them to the university.
- i) The fee reimbursement is not applicable for repeaters who belong to SC/ST/Cat-I,2A,3A,3B and other students of Karnataka and SC/ST students of other states. Hence the Principals shall collect the prescribed fees from the repeaters and SC/ST students of other states.
- 6. **The mere payment of examination fee and submission of application does not entail the student to appear for the examination, unless he/she fulfills 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 from **16.10.2015**. After the completion of all the practical examinations, the practical OMR sheets should be inserted in colored covers, semester wise, course wise, subject/paper wise and seal the same. Sealed Practical OMR sheets covers should be submitted to the Office of the Registrar (Evaluation), Pareeksha Bhavana, Jnana Bharathi, Bangalore University, Bangalore-560 056 on or before **28.10.2015**. Detailed Time Table for Theory Examination will be notified in due course.

8. Colleges have to collect the practical OMR sheets duly printed with Register No. and the colored covers from the Office of the Registrar (Evaluation), Natural Science Block, Central College Premises, Dr. Ambedkar Veedhi, Bangalore-560 001 on or before **10.10.2015**
9. **The Internal Assessment/Grading (as applicable) shall be submitted through on-line on or before 13.10.2015** to the University website www.attristech.com/bu 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 **13.10.2015** to the Registrar (Evaluation), Pareeksha Bhavana, Jnana Bharathi, Bangalore University, Bangalore-560 056.
10. Late submission of examination applications and DD if any, to the University by the colleges will attract penal fee of Rs.5000/-.
11. Question Paper Indent Pro-forms will be hosted on University web site www.attristech.com/bu during the Third week of **September-2015**, 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 **30.09.2015**, failing which Rs.5000/- 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.**
13. **As per Proceedings of Academic Council meeting Dated:02.11.2014, the students who have completed their courses and could not complete their degree are permitted to appear for I, III,V and VII Semester examinations as one time measure subject to the condition that,**
 - i) **They shall complete the course.**
 - ii) **They shall study and pass the examinations/subjects as per the existing syllabus only.**

BA/B.Sc/B.Com/BBM/BHM students with register numbers starting with 04 and onwards are eligible to appear for the I, III, & V semester examinations. The BCA students admitted during 2000 and onwards are eligible to appear for the I, III & V semester examinations in the existing syllabus.

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. Avanish, Attristech Technologies Pvt. Ltd. , Bangalore with a request to host the above notification on the Bangalore University website, and also to send SMS alert to all the Principals of the UG Colleges affiliated to Bangalore University. Further, he is required to **keep open** the website to enable the colleges to upload the details of students as and when they pay examinations fee.
2. PS to VC/Registrar/Registrar(Eva)/Finance Officer, BUB.
3. All Officers/Superintendents of Examination Branch, BUB.
4. FC/OC.