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**BENGALURU
CITY UNIVERSITY**

BE BOUNDLESS

Office of the Registrar (Evaluation), Central College Campus, Dr. AmbedkarVeedhi,
Bengaluru – 560 001. E-mail: registrarevlubcu@gmail.com, Ph.No.080-22295559

No: BCU/Ex.Br./2$^{nd}$ Annual Conv/2022-23 / 2476      Date: 16.02.2023

## NOTIFICATION

**Sub:** Inviting applications for award of Degree Certificates for the
Second Annual Convocation of Bengaluru City University.
**Ref:** 01. Resolution of Syndicate dated 09.02.2023.
     02. Approval of the Hon'ble Vice-Chancellor dated 15.02.2023.

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Applications are invited for Degree Certificates from the eligible candidates for the Second Annual Convocation of Bengaluru City University. Only those candidates who have been declared successful in the Degree UG/PG/B.Ed./B.P.Ed. Examinations, conducted by Bengaluru City University till November/December - 2022 are eligible to apply for this Convocation.

The Applicants are required to login to www.bcu.ac.in Convocation Portal for online application and read the instructions carefully in filling the applications, payment of fee, submission of enclosures etc.

PRESCRIBED FEE DEGREE CERTIFICATE ARE AS FOLLOWS:
FEE TO BE PAID BY "ON LINE PAYMENT" FOR MORE INFORMATION VISIT www.bcu.ac.in /
CONVOCATION PORTAL

1. **FOR ALL CATEGORIES OF STUDENTS OF BENGALURU CITY UNIVERSITY:**
   a. Convocation fee for Indian Nationals   – Rs. 1,530/-
   b. Convocation fee for Foreign Nationals – Rs.5,570/-

2. **FOR STUDENTS OF AUTONOMOUS COLLEGES:**
   a. Convocation fee for Indian Nationals   – Rs. 2,945/-
   b. Convocation fee for Foreign Nationals – Rs. 10,740/-

| Sl. No. | Particulars | Date |
|---|---|---|
| 1. | Last Date for Submission of duly filled in application to the PG. Department / College without fine up to. | 10.03.2023. |
| 2. | Last Date for Submission of duly filled in application to the PG. Department / College with penal fee of Rs.200/-. | 16.03.2023. |
| 3. | Last Date for submitting the Convocation Applications to the Registrar (Evl), BCU along with Online fee receipt in a statement format. | 23.03.2023. |

**NOTE:**

1. The Candidates should invariably enter their Register Number, Contact details / Telephone Nos. / Mobile / E-Mail ID on the application for further correspondence, if any.

2. Marks Cards requiring corrections like name corrections, totaling etc., should be corrected before applying for the Convocation.

3. **The Convocation fee once paid will not be refunded or re-adjusted for the next Convocation.**

4. Only candidates who have been declared successful in the Degree UG/PG/B.Ed./B/P.Ed. Examinations conducted by the Bengaluru City University till November/December–2022 are eligible to apply.

5. Candidates are required to submit the print copy of filled in application along with the fee receipt to the Chairpersons of PG Departments of University and Principals of the respective colleges on or before **10.03.2023.**

> *CANDIDATES SHALL NOT SEND THE HARD COPIES OF THE APPLICATION AND ENCLOSURES DIRECTLY TO THE UNIVERSITY*

6. The Heads of the PG Departments / Principals of affiliated colleges of Bengaluru City University are requested to scrutinize the applications with reference to the academic documents from the records maintained in the Departments / Colleges and transmit the same to the university along with the copies of list IN TRIPLICATE with recent TWO pass port size photographs on or before **23.03.2023** to the undersigned.

7. Provisional Result sheet enclosed along with the convocation application will not be accepted and not considered for issue of degree certificate.

### DOCUMENTS TO BE SUBMITTED TO THE UNIVERSITY

1. Print copy of the filled in application form along with the fee receipt.
2. Marks Cards of the qualifying examinations (Degree and Post-Graduation).
3. Two Latest Passport size photographs.

BY ORDER

**REGISTRAR (EVALUATION)**
Registrar (Evaluation)
Bengaluru City University
Central College Campus
Bengaluru - 560 001

To,
1. All the Chairperson of the University PG Departments / Principals of Affiliated Colleges / Autonomous Colleges of Bengaluru City University.

Copy To:
1. PS to VC / Registrar / Registrar (Evaluation), Finance Officer, BCU.
2. The Registrar (Evlu), Bangalore University, Bengaluru North University / Karnatak / Tumkur/Gulbarga/Mysore/Mangalore/Kuvempu University/ Kannada University, Hampi.
3. The Editor of all Leading News Papers
   ....... With a request to publish the gist of the notification as a News Items.
4. Computer / PRO Section, BCU, Bengaluru.
5. M/s. Logisys, Bengaluru with a request to host the above notification on the Bengaluru City University website and also send SMS alert to the respective Principals of the affiliated and Autonomous Colleges of BCU. Further, M/s. Logisys is required to keep open the website to enable the students to upload the relevant details as and when required. Further prepare the list of students, who have already paid Convocation fee with the Examination fees.