

# **BANGALORE UNIVERSITY**

## **Rules**

### **Governing the Admissions of Students for various Post-Graduate Courses 2019-20**



# **Rules Governing the admission of students to various P.G. Courses**

## **1. DEFINITIONS**

### **a) Application Form.**

The Application form is a document submitted by an eligible candidate through online seeking admission to Post Graduate Course. A candidate shall apply through online Application and a separate application for each of courses. He/She shall upload scanned copies of all necessary documents (wherever is applicable) like Marks Cards, Caste Certificate, Study Certificate, Income Certificate, Kannada Medium Certificate, Rural Study Certificate and any such documents duly attested by a competent authority/self-attested. Candidate shall submit the hard copy of the downloaded filled Application form along with the relevant documents to the concerned Department either in person or by post within the last date for submission of application. The University is not responsible for postal delay.

### **b) Scrutiny Process.**

It is a process of verifying photocopied documents submitted by the candidate along with the Application Form for candidate's claims. Candidate's claims are honored if documents are found correct and in order. The application form is liable for rejection without any notice in case of incomplete details or if the attached documents not found to be in order or not valid as per UGC/University Rules.

### **c) Verification Process.**

It is a process of verifying candidate's original documents for validity before He/She appears for Counseling.

### **d) Counseling.**

"Counseling" is a process where the candidate is present in person before the "Counseling Centre" on the day of counseling. The candidate is given an option to choose a particular course and department/college among the unfilled/available seats as per the omnibus merit list cum reservation.

## **2. ADMISSION COMMITTEE (AC)**

The Vice-Chancellor shall constitute a Admission committee consisting of respective Dean of Faculty, a few Faculty members, selected Officers and Administrative staff.

### **Duties and responsibilities of Admission Committee (AC).**

The AC is responsible to plan, arrange, manage and keep an account of the following activities: Schedule of admission (date, time and venue), Media Management/Printing of required Brochures and other materials/Hospitality/First-Aid/Food/Stationery/Security/Display Screen/LCD Projector/RTI replies/addressing grievances of students including extending necessary help and guidance for smooth functioning of admission process and any such other issues related to P.G. Admissions for the year 2018-19.

## **3. POST GRADUATE ADMISSION COMMITTEE (PGAC).**

The Vice-Chancellor shall constitute a PGAC consisting of Chairperson/Co-ordinators and faculty members on seniority basis for each department. In case the Chairperson is on leave or assigned with other official work on extraordinary circumstances, the next senior most faculty member will be the Chairman of the PGAC.

### **Duties and Responsibilities of the PGAC.**

The PGAC is responsible for notifying all the circulars related to P.G. admissions, collect and scrutinize the application forms, prepare and notify the omnibus merit list and selection list for each course of University Departments (in a prescribed format) duly approved by the Dean of the concerned Faculty as per the seat matrix.

Further, the PGAC of each department along with other Faculty members and office staff shall make admissions for their respective course at the Admission Venue/Respective Departments as per the guidelines of the University during the scheduled counseling dates.

### **4. SPECIAL COMMITTEES**

The AC shall constitute required number of sub-committees for verifying the records/certificates and awarding marks or points for applicants applied under different supernumerary categories such as Differently Abled/Blind, Sports, Cultural and NSS, NCC Children of deceased farmer who committed suicide etc.,

The following officers are responsible to make necessary arrangements with adequate number of staff to scrutinize the records/certificates and forward the same to the respective departments along with statement of marks or points awarded to each applicant based on the records/certificates.

1. Director, Physical Education.
2. Principal, University College of Physical Education.
3. Coordinator, NSS Unit, BUB.
4. Cultural Coordinator, BUB.
5. Doctors, University Health Centre, BUB.

For other categories such as Rural, Kannada Medium, NCC, Defence etc., the PGAC of the respective departments shall verify the certificates and award the points/consider its eligibility as per the guidelines of the University.

### **The details of marks/points to be awarded to various categories are as follows:**

#### **(i) Rural Candidate**

"Rural Candidate" is one who is a "Karnataka Student", "Bangalore University student" and has studied for 10 full academic years from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard in educational institution situated in the State of Karnataka other than larger Urban area, smaller Urban area or transitional area as mentioned in Karnataka Municipalities Act, 1964 or Karnataka Municipal Corporation Act, 1976 in accordance with the Government Order No.: ED-01-TEC 2002. Bangalore, dated 01-02-2002 and the eligibility criteria shall be as defined in the Karnataka Reservation of Appointments of Posts in the Civil services of the State for Rural Candidates Act, 2000 (Karnataka Act 1 of 2001). Candidates who have studied TEN full academic years from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard in Rural Area (as per Govt. notification) will be eligible for claiming the benefit of rural reservations. However, if the candidates have studied in urban area from 1<sup>st</sup> to 10<sup>th</sup> standard before the date of notification as urban area, such candidates are eligible to claim rural reservation benefit.

**(ii) Kannada Medium Candidate**

Kannada medium candidate is one who is a "Karnataka student" and "Bangalore University student" and has studied TEN full academic years in Kannada medium from 1<sup>st</sup> Standard to 10<sup>th</sup> Standard, in accordance with the Government Order No. ED 118 UEC 2000, Bangalore dated 04-06-2000 and as amended vide Government Order No. ED 02 UEC 2002, Bangalore dated 14-10-2005.

**(iii) Persons with Disabilities quota**

"Persons with disabilities" candidate is one who is a "Karnataka student" and "Bangalore University student" and shall have the same meaning as assigned for the Persons with disabilities as given under the Rights of Persons with Disabilities Act, 2016.

**(iv) NSS quota**

Candidate claiming seat under NSS quota is one who is a "Karnataka student" and "Bangalore University student" and has completed two year under NSS by attending at least one College camp during the degree course in Bangalore University (**the achievements during ten plus two or of other Universities will not be considered**).

**(v) NCC quota**

Candidate claiming seat under NCC quota is one who is a "Karnataka student" and "Bangalore University student" and possess minimum NCC "C" Certificate.

**(vi) Cultural quota**

Candidate claiming seat under Cultural quota is one who is a "Karnataka student" and "Bangalore University student" and who has participated in at least one item in Inter College Competitions organized by Bangalore University.

**(vii) Sports quota**

Candidate claiming seat under Sport quota is one who is a "Karnataka student" and "Bangalore University student" and participated in the specified sports –UG level.

**(viii) Defence quota**

Candidate claiming seat under defence quota is one whose either of the parents serving/served in the defence forces of Government of India

**(ix) Kashmiri Migrant quota**

Candidate claiming seat under "Kashmiri Migrant" is one as defined by the Government of India.

**(x) Jammu & Kashmir students-2 Seats**

Candidates claiming seats under said quota is who belongs to Jammu & Kashmir Region.

**(xi) Universities outside Karnataka**

Candidate claiming seat under outside Karnataka is one who studied degree in outside Karnataka Universities.

**(xii) Universities with in Karnataka**

Students from other Universities within and outside Karnataka will be offered **15%** seats (**Hyderabad Karnataka-8%, Other Universities -7%**) wherever 100% seats are filled by Bangalore University.

**(xiii) Other University**

Candidates claiming seat under other university is one who have studied degree in other than Bangalore University and within Karnataka.

**(xiv) Hyderabad Karnataka.**

Candidate claiming seat under Hyderabad Karnataka is one who belongs to Hyderabad Karnataka Region as designed/specified in the relevant Govt. Order.

**(xv) Transgender**

Respective Candidate claiming seat under the said quota.

**(xvi) Single Girl Child**

Bangalore University candidate claiming seat under the quota is one who is a single girl child to the Parents.

**(xvii) Foreign National quota**

Candidate claiming seat under Foreign National quota is one who is not a Citizen of India. Preference is given to candidates who are sponsored by the Government of India/ICCR.

**(xviii) Employee Quota**

One seat each is reserved for children of Teaching and Non-teaching staff of Bangalore University in each course of PG Depts.

**(xix) BU-Autonomous Colleges Quota**

Candidates who have passed their qualifying examination from Autonomous colleges under Bangalore University will be considered under BU-Autonomous colleges quota. Out of Bangalore University regular seats, 10% of the seats are earmarked for BU-Autonomous Colleges Quota. They shall be filled as per seat matrix and reservation rules.

**5. ALLOTMENT OF MARKS FOR CANDIDATES APPLIED IN SPORTS QUOTA**

**Table-1**

Sl No	Particulars	Individual/Group	Participation	I Place	II Place	III Place	IV Place
1.	International Participation (Olympic games, World championships, Asian Championship, Common Wealth games and World Championships)	Individual	150	25	20	10	10
2.	International Participation (Olympic games, World championships, Asian Championship, Common Wealth games and World Championships)	Group	150	15	10	0	0
3.	National Representation-Inter State	Individual	100	25	20	10	10
4.	National Representation-Inter State	Group	100	15	10	0	0

5.	Association of Indian Universities Championships:Inter-University Championships	Individual	100	25	20	10	10
6.	Association of Indian Universities Championships: Inter- University Championships	Group	100	15	10	0	0
7.	National Games or National Youth Games : Inter-State	Individual	100	25	20	10	10
8.	National Games or National Youth Games: Inter-State	Group	10	15	10	0	0
9.	National Level Championships Invitations: Inter-State	Individual	75	25	20	10	10
10.	National Level Championships Invitations: Inter-State	Group	75	15	10	0	0
11.	State Olympic Games or State Championships	Individual	75	25	20	10	10
12.	State Olympic Games or State Championships	Group	75	15	10	0	0
13.	Inter-Collegiate Championships	Individual	50	25	20	10	10
14.	Inter Collegiate Championships	Group	50	15	10	0	0
15.	State Youth Games, State Youth Championships	Individual	50	25	20	10	10
16.	State Youth Games, State Youth Championships	Group	50	15	10	0	0
17.	Inter-Collegiate Championships or State Level Championships	Individual	25	25	20	10	10
18.	Inter-Collegiate Championships or State Level Championships	Group	25	15	10	0	0

**Note:** Certificate should be signed by one of the following authorities:

- 1) IOC-International Olympic Committee: President or Secretary General
  - 2) IOC-Indian Olympic Committee: President or Secretary General
  - 3) Concerned National Sports federations: President or Secretary General (Recognized by Ministry of youth Affairs & Sports, Government of India)
  - 4) KOA-Karnataka Olympic Association: President or Secretary General
  - 5) AIU-Association of Indian Universities- Secretary General, Deputy Secretary or secretary
  - 6) Concerned State Associations: President or Secretary General (Recognized by State Government)
  - 7) Inter University, Inter Collegiate: Director of Physical Education and concerned University
- These benefits can be availed by those who performed/achieved during Under Graduation course only**

## 6. ALLOTMENT OF MARKS FOR CANDIDATES UNDER CULTURAL QUOTA

**Table-2**

SL	PARTICULARS	POINTS
1.	Participation in Inter-Collegiate competition	25
Additional weightage:		
2.	Participation in South Zone Competition	50
3.	Participation in National Level Group Competition	75
4.	Participation in National Level Individual Competition	100
5.	Participation in International Level Group Competition	125
6.	Participation in International Level Individual Competition	150

## 7. ALLOTMENT OF MARKS FOR CANDIDATES UNDER NCC QUOTA.

Table-3

SL	PARTICULARS	POINTS
1.	Republic Day Participation	150
2.	NCC "C" Certificate –A –Grade	100
	NCC "C" Certificate –B –Grade	90
	NCC "C" Certificate –C –Grade	80
3.	TSC- Training Certificate (Running, Shooting & Cycling Training)	75
4.	NTC- Certificate (National Integrated Camp Training)	50

## 8. ALLOTMENT OF MARKS FOR CANDIDATES UNDER NSS QUOTA.

Table-4

SL	PARTICULARS	POINTS
1.	Completing 2 year under NSS attending at least one college camp during the degree course in Bangalore University (the achievements during P.U.C or of other Universities will not be considered).	25
<b>Additional weightage:</b>		
1.	Participated in University level NSS camps/district level NSS camps/inter collegiate NSS camps	04
2.	Participated in University level NSS camps (Inter University special camps, festival and other state level NSS camps)	06
3.	Participated in zonal NSS level camps (pre RD selection, summer camp and other zonal level NSS camps)	07
4.	Participated in national level NSS camps (national integration camps/adventure/trekking/festival, other national level NSS camps)	08
5.	Blood donation (for each time, subject to a maximum of three times (3+3+3) as a NSS volunteer at degree level only)	09
6.	Participation in State Republic Day parade as NSS candidate	10
7.	Participation in National Republic Day parade as NSS candidate	15
8.	The best NSS volunteer of the University level NSS award	03
9.	Best NSS volunteer of the state level NSS Award	05
10.	Best NSS volunteer of National level NSS Award.	08

## 9. ALLOTMENT OF MARKS FOR CANDIDATES UNDER DEFENCE QUOTA.

Table-5

SI No.	PARTICULARS	POINTS
1.	Children of serving DefacePersonnel (i.e. presently in service)	80
2.	Children of Ex-servicemen	50
3.	Children of Deface Personnel who died in harness	100

In case of applicant claiming seat under Defence quota and also who have NCC record, they will be given due weightage and will be preferred over others.

## 10. RESERVATION OF SEATS.

Reservation of seats under Bangalore University intake, Autonomous College, Hyderabad Karnataka and Other Universities within Karnataka quota is as per the Govt. order issued from time to time. Except where there is only one seat, reservation rules shall be followed. If all the categories of reservation cannot be covered, the seats shall be allotted in the order of preference specified in Tabel-6 in that proportion, making sure equitable distribution.

**Table-6**

<b>Category</b>	<b>Reservation %</b>
Scheduled Caste (SC)	15
Scheduled Caste (ST)	03
Category I	04
Category II A	15
Category II B	04
Category III A	04
Category III B	05

## 11. ELIGIBILITY CRITERIA FOR SC/ST/CAT-I.

The Eligibility Criteria for each course shall be as approved by the University.

### **I. Relaxation to Scheduled Caste/Scheduled Tribes/Category-I Students:**

A Relaxation of 5% in minimum marks required for admission to P.G Courses for Scheduled Caste/Scheduled Tribes/Category-I students of "Karnataka Students" is provided.

### **II. Remission to Scheduled Caste/Scheduled Tribe/Category-I students:**

Relaxation of further 5% in minimum marks is allowed for eligibility to apply for admission to any course offered in University in case of SC/ST/Cat-I candidates of Karnataka State only provided that this relaxation is necessary to fill the quota reservation when candidates with higher percentage of marks are not available in this category. The relaxation is applicable only for the University Departments and University P.G Centre, Ramanagar.

## 12. PROCEDURE FOR SEAT SELECTION AND ADMISSION.

The PGAC shall prepare the **Provisional Omnibus List** in a prescribed format and also a **separate merit list (category-wise)** as per the Government Order in the matter of reservation vide G.O.No.ED/150/BOA/94, Dated 17.09.1994 and as subsequent orders Issued from time to time. The PGAC shall notify the approved Omnibus merit List for each course and **the provisional selection list** before the counseling dates. The Rank List should follow the following Priority based on merit:

Priority I : "Karnataka Student" and "Bangalore University Student"

Priority II : "Non-Karnataka Student" and "Bangalore University Student"

Priority III: "Karnataka Student" and "BU Autonomous College Student"

Priority IV: "Karnataka Student" and "Hyderabad Karnataka Student"

Priority V: "Karnataka Student" and "Universities within Karnataka Student"



Priority VI: "Universities outside Karnataka Student"

A separate Course-wise Rank List shall be notified before the counseling dates for "Non-Karnataka Students" & "Within Karnataka Student" and "Outside Karnataka" as above.

A separate Course-wise Rank List shall be notified before the counseling dates for Kashmiri Migrant candidates.

A separate Course-wise Rank List shall be notified before the counseling dates for Persons with Disabilities (PwD), Sports, Cultural, NCC, NSS & Defence, based on the points they have earned in the respective fields and it will be based on Disability percentage for the PwD.

In accordance with Admission Rules, preference will be given to Bangalore University students with domicile. Even after filling up of these seats, if the seats are vacant second preference will be given to the students who have graduated from Bangalore University but who are not of Karnataka domicile. If the seats are still not filled then the third preference will be given to students belonging to Bangalore University Autonomous Colleges and then to students from Universities within Karnataka and last preference will be given to outside Karnataka students.

Admission to various courses is based on merit-cum reservation system as per the Orders of Govt. of Karnataka and the guidelines issued by the University from time to time and also as per the seat matrix notified for each P.G. course of University Departments and affiliated colleges. The details of seat matrix for P.G. courses at University Departments and affiliated colleges are uploaded on the website.

**Note: The University at its discretion can update the seat matrix from time to time on valid grounds.**

The admissions to various courses will be done by the PGCA at a designated place as per the scheduled dates and time. The students should present themselves along with the original marks cards, caste certificate and other relevant documents as noted below along with the prescribed fees.

If any applicant or student is unable to be present at the time of admission/counseling he/she can be represented by a duly authorized person provided all the requisite original certificates are produced and fees are paid by the representatives.

The PGAC should carry out the admission process as per the omnibus merit list and selection list by verifying the original documents such as marks cards, caste certificate and other relevant records. The Chairperson/Coordinator of the Department/Centre should record every admission made for the course/s under different categories, issue the admit card with an instruction to the candidate to pay the prescribed fee through online on the same day.

**Payment seats** would be filled up as per the norms issued by the University, along with the admission under omnibus merit list.

**Admission to Supernumerary seats** would be filled up as per the norms issued by the University. Remission and Reservation Rules are not applicable to the Supernumerary seats. The Chairpersons/Coordinators can submit the certificates in respect of

NSS/Sports/Cultural Activities and PwD to the respective designated officers for award of marks/points and obtain the same to prepare the merit list in the respective categories.

A **fee chart** and the **seat matrix** for each course shall be notified by the PG Departments.

**Procedure for filling up of vacant seats:**

If any seat falls vacant due to non-availability of applications, lack of any other eligible candidates in different categories such as SC, ST, CAT-I, IIA, IIB, IIIA, IIIB, shall be filled up by taking the candidates from the next category in the sequential order of SC, ST, CAT-I, IIA, IIB, IIIA, IIIB & GM.

**13. DOCUMENTS TO BE PRODUCED AT THE TIME OF COUNSELING.**

**Table-7**

<b>SSLC Marks Card</b>	SSLC or 10 <sup>th</sup> standard or equivalent examination marks card
<b>Caste/ Income Certificate</b>	Candidates seeking reservation benefit should produce a Caste Certificate in Form 'D' in case of Scheduled Castes and Scheduled Tribes; in Form 'E' in case Category-1; a Caste/ Income Certificate in Form 'F' for Other Backward Classes such as 2A, 2B, 3A and 3B, issued by the concerned Jurisdictional Tahasildar, in accordance with the Government order No Sa Ka E 225 BCA. 2000 dated 30 <sup>th</sup> March 2002, as amended from time to time.
<b>Qualifying Degree Marks Card</b>	Qualifying degree marks cards.
<b>Study Certificate</b>	Study Certificate to show that the candidate has studied in Karnataka for a minimum period of SEVEN years from 1 <sup>st</sup> standard to 12 <sup>th</sup> standard or qualifying examination issued by Head of the institution. Further, School study certificate should be countersigned by the concerned <b>Block Educational Officer</b> (BEO), Deputy Director of Public Instruction (DDPI) compulsorily. Please Contact Concerned School For BEO/DDPI Office Address.
<b>Rural Study Certificate</b>	Candidates who claim seat under rural category will have to obtain a rural study certificate from the respective school/High School issued by the head of the institution which should be countersigned by the concerned Block Educational Officer (BEO).
<b>Hyderabad-Karnataka Region Certificate</b>	Candidates who claim seat under Hyderabad-Karnataka Region Rules should produce a certificate issued by a competent Authority,
<b>Persons with Disabilities</b>	Candidates who claim seat under PwD quota should produce a certificate issued by a competent Authority,

**14. PAYMENT OF FEES**

At the time of admission the candidate shall pay the Annual Course Fee along with other fees for the first year (as already notified by the University). Admission fee shall be paid through on-line only on the day of counselling else the seat will be cancelled.

Candidates are requested to bring the details of netbanking /debit/credit cards from which account\* they make the payment. (\*candidate need not have his/her own account they can use the account of their parents/guardian's etc ).

## 15. REFUND AND FORFEITURE OF FEES

Candidate who has selected a seat and wish to discontinue for any reason, may cancel his/her seat by submitting the following documents after the last date of the counseling within ten days to get a refund of the fee paid after ten working days no requests for refund will be entertained.

- i) Original Provisional Admission Card
- ii) Original Fee Receipt
- iii) Application for cancellation of seat and refund of fee paid with clear & complete correspondence address.

On receipt of all the above documents, only the tuition fee paid will be refunded and the other fees will be forfeited.

## 16. CHANGE OF COLLEGE AND MUTUAL EXCHANGE

The Candidate who has selected a Course/College and also paid the admission fees to the University and later wish to switch over to other course/college, such candidate shall pay Rs.300/- towards processing fee for each change. The University **will not entertain** any Mutual change of seats among candidates.

### Note:

After the last date and time fixed by the University for admission to the various courses, the admission shall be closed and under no circumstances admission shall be done after the last date.

## SEAT MATRIX FOR HK, OUK and PAYMENT CATEGORY SEATS.

Table-8

Total Number of Payment Seats	Number of Seats Proposed to be reserved – Category wise								Autonomous	Hyderabad – Karnataka
	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
02	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
	01	01							00	01
04	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
	02	01			01					00
05	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
	03	01			01					00
06	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
	03	01	01		01					01
08	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
	04	01	01		01	01				01
10	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
	05	02	01		01	01				01
12	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
	06	02	01		02	01				01
16	GM	SC	ST	I	IIA	IIB	IIIA	IIIB		
	08	02	01	01	02	01	01			02

**Note:** Wherever one seat is provided for two or more categories, the seats shall be given in the order of preference i.e., SC/ ST/ Cat-I/ IIA/ IIB/ IIIA/ IIIB. Ex: in case wherever one seat is provided for SC/ST/Cat-I- the seat shall be given to SC, if there are no students in the SC category, only then the seat shall go to ST, if there are no students in SC or ST category, only then the seat shall go to Cat-I, making sure equitable distribution.

## **17. OTHER INSTRUCTIONS.**

(Instructions to be read carefully before filling up the application form)

- ❖ Duly filled-in application forms downloaded from the on-line portal along with attested copies of all the necessary documents should be submitted in the concerned Department in Jnanabharathi Campus, Bangalore University, Bengaluru.
- ❖ The information given here is general information for the students. The relevant rules relating to admission, fees and other details will be as and when notified.
- ❖ Student who has opted for and taken admission in Payment seat shall not seek transfer for Regular seat nor claim refund after the last date for admission.
- ❖ No individual communication will be sent to the candidates.
- ❖ All admissions made are provisional. The University reserves the right to approve or cancel the admission.

**REGISTRAR**