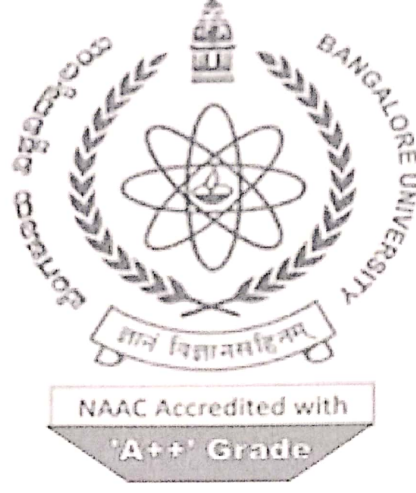




BANGALOREUNIVERSITY

ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯ

**Jnana Bharathi,
Bengaluru-560 056**



Rules

**Governing the Admissions of Students for various
P.G. Diploma/ Certificate Courses**

2024-25

1. DEFINITION:

a) Application Form.

The Application form is a document submitted by an eligible candidate through Bangalore University seeking admission to PG Diploma/Certificate Course. A candidate shall apply online through <https://bangaloreuniversity.karnataka.gov.in> Application for each of course has to be submitted. He/ She shall upload scanned copies of all necessary documents (wherever is applicable) like, SSLC, PUC, 10+2, Degree, Domicile Certificate (Study Certificate), DC/PDC, Hyderabad Karnataka Certificate, differently abled Certificate, Marks Cards, Caste Certificate, Study Certificate, Income Certificate and any such documents duly self-attested. Candidate shall submit the hard copy of the downloaded filled Application form along with the relevant uploaded documents to the concerned Department either in person or by post within the last date for submission of application. **See Annexure-A for the postal address.** Any additional documents submitted subsequently will not be entertained. The University is not responsible for postal delay.

b) Scrutiny Process.

It is a process of verifying hard copy of the documents submitted by the candidate along with the Application Form for Candidate claim. Candidate's claim are considered 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/State Government/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 available/unfilled seats as per the omnibus merit list cum reservation criteria.

2. POST GRADUATE ADMISSION COMMITTEE (PGAC).

The Vice-Chancellor shall constitute, a PGAC consisting of Chairperson/Principals/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.

3. Duties and Responsibilities of the PGAC.

The PGAC is responsible for notifying all the circulars related to P.G. Diploma /Certificate Course admissions, collect and scrutinize the application forms, prepare and notify the omnibus merit list category-wise 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. Supernumerary Quota with Definitions:

DEFINITIONS: -

(i) Other Universities Within Karnataka (OUWK);

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

(ii) Other Universities outside Karnataka (OUOK);

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

Note:1). If no candidates are available of supernumerary quota, those seats are not transferable and shall be freezed.

2) SC/ST candidates of outside Karnataka are considered as GM students.

5. RESERVATION OF SEATS.

The intake of P.G Diploma/Certificate Course Departments/Center, 50% seats of affiliated colleges, Autonomous College (1 or 2 seats drawn from GM), Hyderabad Karnataka (8%) and Persons with Disabilities (5%) are as per the Govt. order/University Order.

(i) Persons With Disabilities (PWD) quota:

"Persons with disabilities" candidate is one who is a "Karnataka student" "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.

(ii) Hyderabad Karnataka.

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

(iii) 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. These seats are drawn from GM. Therefore, unfilled seats shall be transferred to GM.

The seats shall be allotted in the order of preference specified in Table-6 in that proportion, making sure equitable distribution.

Table-1

Category	Reservation %
Scheduled Caste (SC)	17
Scheduled Caste (ST)	07
Category I	04
Category II A	15
Category II B	04
Category III A	04
Category III B	05

6. 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, Ramanagara.

7. 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. The PGAC shall notify the approved Omnibus merit List category-wise 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"

Karnataka Student:

Applicant/candidates who has studied in one or more Government or Government recognized Educational institutions or Universities located in the State of Karnataka for a minimum period of seven academic years commencing from 1st standard up to qualifying examination either continuously or in broken period and acquired qualifying graduation from any recognized university.

Non-Karnataka Student:

All candidates who do not fulfil the requirements as above (a) are Non-Karnataka Candidates.

Bangalore University Student:

Candidates who have passed their qualifying examination from Bangalore University/Constituent Colleges/Affiliated colleges under Bangalore University.

BU Autonomous College Student:

Candidates who have passed their qualifying examination from Autonomous colleges under Bangalore University.

Hyderabad Karnataka Student:

Candidate who belongs to Hyderabad Karnataka Region as designed/specified in the relevant Govt. Order.

Other Universities within Karnataka Student:

Candidates who have studied degree in other than Bangalore University and within Karnataka State.

Other Universities outside Karnataka Student:

Candidate who studied degree in Universities outside Karnataka.

A separate Course-wise Rank List shall be notified before the counseling dates for Persons with Disabilities (PWD), 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. Diploma/Certificate course of University Department/center and affiliated colleges. The details of seat matrix for P.G. Diploma/Certificate courses at University Department/ center 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 PGAC 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 viz.,... SSLC, PUC/10+2, Degree, Domicile Certificate (Study Certificate), DC/PDC, Hyderabad Karnataka, Differently abled Certificate, Marks Cards, Caste Certificate, Study Certificate, Income Certificate and any such documents duly self-attested, 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/Co-Ordinator/Director 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 Bangalore University Website on <https://bangaloreuniversity.karnataka.gov.in> the same day/ before last date.

ORDER OF PREFERENCE FOR ALLOTING THE SEATS FOR ADMISSION DURING COUNSELING

- (1) **REGULAR SEATS** (GM-44%, SC-17%, ST-7%, CAT 1-4%, 2A-15%, 2B-4%, 3A-4%, 3B-5%) = TOTAL INTAKE (-) HYDERABAD KARNATAKA (8% OF THE TOTAL INTAKE) & PERSON WITH DISABILITY (5% OF THE TOTAL INTAKE)
- (2) **BU- AUTONOMOUS COLLEGE STUDENT** = 1 or 2 seats drawn from GM Regular seats
- (3) **HYDERABAD KARNATAKA REGION** = 8% OF THE TOTAL INTAKE
- (4) **PERSON WITH DISABILITY QUOTA** = 5% OF THE TOTAL INTAKE
- (5) **SUPERNUMERARY QUOTA** = (OUWK & OUOKAs per Bangalore university rules (Unfilled vacancies shall be freezed))

PROCEDURE FOR FILLING THE VACANT SEATS IN DIFFERENT RESERVED CATEGORIES

(A) **Unfilled Reserved Category seats shall be transferred as mentioned below:**

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:

Illustration:

(i) If SC or ST seats are vacant

SC seat to ST category	}	If no candidates are available in SC/ST category, only then the seats shall be transferred to Cat-1, 2A, 2B, 3A, 3B respectively.
ST seat to SC category		

(ii) If Category I seats are vacant, those seats shall be transferred by allotting each seat to the next category in sequential order i.e., Category 2A, 2B, 3A, 3B, SC, ST, GM respectively.

(iii) If 2A category seats are vacant, those seats shall be transferred by allotting each seat to the next category in sequential order i.e., Category 2B, 3A, 3B, SC, ST, Cat-1, GM respectively.

(iv) If 3A category seats are vacant, those seats shall be transferred by allotting each seat to the next category in sequential order i.e., Category 3B, SC, ST, Cat-1, 2A, 2B, GM respectively.

- (B) Unfilled BU- Autonomous College seats shall be transferred as mentioned below:

These seats are drawn from GM. Therefore, the unfilled seats shall be transferred to GM only.

- (C) Unfilled Hyderabad Karnataka (HK) Region seats shall be transferred as mentioned below:

If any seat fall vacant due to non-availability of applications in a particular clubbed categories mentioned in HK seat matrix, such seats shall be filled up by allotting the seat to the other applicants under Hyderabad Karnataka Region i.e., meritorious applicants among clubbed categories in the Sequential order i.e., (SC/ST), (Cat-I/2A), (2B/3A/3B), GM.

Further, after all the applicants of HK are accommodated and further if any seat fall vacant in any of the clubbed categories, i.e., in (SC/ST), (Cat-I/2A), (2B/3A/3B), those seats may be transferred to same categories in Regular seats and shall be filled up by allotting the seat to the meritorious candidate among (SC/ST), (Cat-I/2A), (2B/3A/3B) respectively.

- (D) Unfilled Person with Disability (PWD) seats shall be transferred as mentioned below:

If any seat falls vacant due to non-availability of applications in a PWD, those seats shall be transferred and filled up as below:

(i) If *three* seats falls vacant, *one* to GM, *one* to meritorious candidate among SC/ST/Cat-1, *one* to meritorious candidate among 2A/2B/3A/3B categories.

(ii) If *two* seats falls vacant, *one* to GM, *one* to meritorious candidate among SC/ST/I/2A/2B/3A/3B categories.

(iii) If *one* seats falls vacant, *it* shall go to GM.

- (E) Unfilled Supernumerary Quota Seats (OUWK & OUOK):

If any seat falls vacant due to non-availability of applications in Supernumerary Quota of OUWK & OUOK, those seats shall be freezed and shall not be filled under any circumstances.

8.DOCUMENTS TO BE PRODUCED AT THE TIME OF COUNSELING.

Table-2

SSLC Marks Card	SSLC or 10 th standard or equivalent examination marks card
II PUC Marks Card	II PUC or 12 th standard or equivalent examination marks card
Caste/ Income Certificate	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 th March 2002, as amended from time to time.
Qualifying Exam Marks Card	Qualifying degree marks cards. (II PUC Exam Marks Card for)
Hyderabad-Karnataka Region Certificate	Candidates who claim seat under Hyderabad-Karnataka Region Rules should produce a certificate issued by a competent Authority,
Persons with Disabilities	Candidates who claim seat under PWD quota should produce a certificate issued by a competent Authority,

Note: Those students who are admitted to course, are required to submit Transfer Certificate, Provisional Degree Certificate (PDC) /Degree certificate, and Migration Certificate(if required i.e for outside Bangalore University candidates),within 15-20 days after admission to University Department/Center/Affiliated Colleges.

9.PAYMENT OF FEES

At the time of admission, the candidate shall pay the Annual Course Fee along with other fees for the P.G Diploma/ Certificate Course(as already notified by the University).Admission fee shall be paid through On-line only through BU Website <https://bangaloreuniversity.karnataka.gov.in> (refer BU Fee structure notification)on the day of counseling/before last date or else the seat will be cancelled. Candidates are requested to bring the details of net banking /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.,).

10. OTHER INSTRUCTIONS.

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

- ❖ Duly filled-in application forms downloaded from the BU Website <https://bangaloreuniversity.karnataka.gov.in> on-line along with self-attested copies of all the necessary documents should be submitted in the concerned Department/Center in Jnanabharathi Campus, Bangalore University, Bengaluru-560 056.
- ❖ 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.
- ❖ All admissions made are provisional. The University reserves the right to approve or cancel the admission.


REGISTRAR