

No: Aca-IV/PG/Approval/PG course/PG Diploma/2017-18

Date: 07-05-2024

**OFFICIAL MEMORANDUM**

**Sub:** Approval of Admission to I year MBA /MCA courses for the year 2023-24-reg.

**Ref:** 1. Note dated 03.05.2024 of Registrar (Evaluation).

2. Approval of Hon'ble Vice Chancellor date: 07.05.2024

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Approval of Admission to I year MBA and MCA courses at University Department CBSMS/ Govt. Colleges/Affiliated colleges/Autonomous colleges, for the academic year 2023-24 will be conducted from 09.05.2024 to 18.05.2024 from 10.30 A.M to 5.00 P.M at **Senate Hall**, Administrative Block building, Jnanabharathi Campus, Bangalore University, Bengaluru. The schedule of admission approval is available on the Website [www.bangaloreuniversity.karnataka.gov.in](http://www.bangaloreuniversity.karnataka.gov.in).

In this connection Director/Coordinators/Principal's are requested to depute one of the officials who is in-charge of admission work in the University Department/CBSMS/Affiliated Colleges along with documents in the following order, on the day of admission approval:

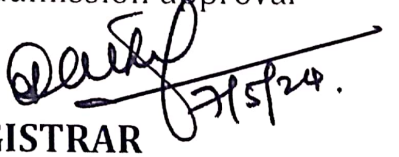
1. Copy of the University affiliation order for the academic year-2023-24.
2. UUCMS downloaded Admission Statement of I sem MBA/MCA in 03 (Three) sets in a cover.
3. Statement showing the details of students admitted as per category-wise allotment (GM/SC/ST etc & filling Up of seats against Vacant seats, if any).
4. Original documents (10<sup>th</sup> Std , II Yr PU/12<sup>th</sup> Std & UG Marks cards, TC, Migration certificate, Degree Cert/Provisional Degree certificate, Person with Disability (PWD), Caste Certificate, Income Certificate, Eligibility cert., PG CET allotments letter, etc) **along with copy of Admission fee receipt/s** in a separate cover.
5. Student List showing details of category (GM/SC/ST etc), Admission Fee amount Paid, Receipt No. and date in separate cover.

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6. Receipt of Payment of admission approval fee to University in respect of I & II year students of affiliated es/Autonomous colleges along with **students list** of II year showing details of Category (GM/SC/ST etc.)
7. Eligibility fee receipt (if applicable).
8. CBSMS /University Dept. (MCA), shall submit copy of Admission Fee Receipt of II Year Students along with **STUDENT LIST** showing details of category (GM/SC/ST etc), Admission Fee amount Paid, Receipt No. and date along with copy of caste and income certificate if fee concession is availed.
9. Original Passport, VISA, Immigration stamping for entry to India along with Marks Card and Transcripts for languages other than in English and Eligibility certificate in respect of Foreign Nationals. ICCR Sponsored letter and University allotment letter in respect of Sponsored candidates.
10. CBSCMS/Uni. Dept (MCA) shall submit the copy of the receipt of (1) copy of the admission fee paid at KEA and (2) Difference of admission fee, paid to Bangalore University along with caste and income certificate, if fee concession is claimed.
11. In-complete application and non-submission of required will not be considered for Admission approval, documents on the date notified for admission approval.
12. Concerned officials of college/university Dept/CBSMS are required to be present with above documents on the date and time mentioned in the **schedule of admission approval for I semester MBA/MCA course without fail.**

The Director/Coordinator/ Principals are requested to cooperate for completion of Admission Approval process as per the schedule.

**Note :** The students can pay the examination fees only after their admission are approved. Hence the colleges are required to complete the admission approval from Academic Section-IV **on or before 18<sup>th</sup> May 2024.**

  
7/5/24.  
**REGISTRAR**

**To**

1. The Director, Canara Bank School of Management Studies Bangalore University, Bengaluru.
2. The Chairperson, MCA Department, BUB.
3. The Principals of Affiliated/Autonomous/Govt colleges, BUB.