

ಬೆಂಗಳೂರು  
ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



BENGALURU  
CITY UNIVERSITY

Central College Campus, Dr.AmbedkarVeedhi, Bengaluru,  
E-mail ID: [registrarevlubcu@gmail.com](mailto:registrarevlubcu@gmail.com), Ph.No: 080-22295559

No.BCU/EX/UG/IA/01/2023-24 /380

Date:05.04.2024

### **CIRCULAR**

The Principals of the colleges affiliated to Bengaluru City University offering UG Courses are hereby informed that the UG 7<sup>th</sup> (Freshers) semester Internal Assessment (I.A.) marks shall be uploaded on the College Portal. The College Portal will be enabled from 05.04.2024 to 16.04.2024, 5.00PM. Once the I.A marks uploaded on the Portal, it has to be verified and freezed. I.A. marks will not be accepted after the last date. Therefore, all the Principals of the Colleges are directed to give personal attention for uploading I.A Marks and are also requested to submit the hard copies to the Registrar (Evaluation) office without fail, The Principals of the colleges are advised that before uploading / sending the IA marks verify twice and upload. Any lapses on the part of the colleges affect the students.

Students who have taken Readmission for 5<sup>th</sup> and 6<sup>th</sup> Semester their Internal Marks should be given manually along with Re admission endorsement letter issued by Registrar office on or before 16.04.2024.


Principals are required to observe the formalities and penalties etc., as noted below as per Examination Ordinance / Manual.

#### **Internal Assessment**

01. Internal Assessment (IA) marks shall be entered by colleges through online portal provided by University
02. IA marks will have to be entered on or before the last date as prescribed by the University
03. IA marks for repeaters should not be updated by colleges
04. On completion of entry of IA marks, it has to be acknowledged by respective faculty members
05. On completion of entry of IA marks for all subjects, it has to be acknowledged by the college Principal
06. Post acknowledgement of IA marks by the college Principals, modification of the same is not Permitted
07. Once the IA marks is submitted to University, the college cannot make any modifications. In case any modification is required for any reason, it should be done before the commencement of the theory examination by giving valid reason for modification with the prior permission from the Registrar (Evaluation).
08. IA marks under no circumstances will be allowed for modification once the results are announced by the University

**Penalties for Non-Submission of Internal Assessment Marks on due date.**

1	Not sending the sessional / term work / project work / Internal Assessment marks/grading before the commencement of theory examination.	Penalty of Rs.10,000/- per student on college
2	In case marks are sent after commencement of theory examination and before announcement of results. Under no circumstances above said marks sent after declaration of results shall be accepted.	Penalty of Rs.25,000/- per student on college

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

To:  
The Principals of affiliated colleges offering Courses, Bengaluru City University,  
Bengaluru.

Copy to:

1. P.S. to Vice-Chancellor / Registrar, BCU, Bengaluru.
2. Website administrator, Bengaluru City University – for host the Circular in the Bengaluru City University website.
3. FC/OC