



## **Instructions for candidates appearing in BCA / BBA Counseling 2023-24**

### **1. Counseling date:**

**1<sup>st</sup> Counseling: 13<sup>th</sup> June 2023 from 10:00 am to 4.00 pm**

### **2. Documents required:**

- (i) Class 10<sup>th</sup> and 12<sup>th</sup> Mark sheet and Certificate (Original + Photocopy)
- (ii) Aadhar Card (Original + Photocopy)
- (iii) Caste certificate (Original + Photocopy)
- (iv) Transfer Certificate / Migration Certificate in original.
- (v) Character certificate from institution last attended, in original.
- (vi) 6 copies of Passport size color photograph.
- (vii) Gapping Affidavit (if required)

### **3. Fees (in Rs.):** (to be deposited at the time of provisional admission on counseling date itself)

	<b>BCA</b>	<b>BBA</b>
Annual Course Fee	35,000.00	25,000.00
Refundable Security	5,000.00	5,000.00
Annual Examination Fees	3,750.00	3,750.00
Registration Fees	250.00	250.00
<b>Total Fee (Rs.)</b>	<b>44,000.00</b>	<b>34,000.00</b>

### **Fee payment in two installments:**

First Installment	26,500.00	21,500.00
Second Installment	17,500.00	12,500.00
<b>Total Fee (Rs.)</b>	<b>44,000.00</b>	<b>34,000.00</b>

*Annual Hostel Charges: Rs. 8,500 + Rs. 1000 refundable security*

- 4. Candidates who fail to turn up or deposit requisite fees on assigned counseling date will forgo their right to provisional admission and their seat will be allotted to the next candidate in the merit list.**
- 5. Candidates are required to report for counseling along with their parent / guardian so that they are able to sign the declaration form.**
- 6. First installment of fee deposit at the time of admission and second installment will be deposit on or before 15<sup>th</sup> Nov of the admission year.**
- 7. All fees are non refundable.**

**Principal**