



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

1. Counseling date:

2nd Counseling: 27th June 2023 from 10:00 am to 4.00 pm

2. Documents required:

- (i) Class 10th and 12th 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)

	BCA	BBA
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
Total Fee (Rs.)	44,000.00	34,000.00

Fee payment in two installments:

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

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 15th Nov of the admission year.
7. All fees are non refundable.

Principal