

## Eligibility programme for BCA:

Name of Program	<b>Bachelor of Computer Application</b>
Duration	3 Years (6 Semester)
Intake	150 Seats
Eligibility	➤ A candidate must have passed 12th commerce examination.
	➤ The candidate who has passed equivalent exam from other subjects or boards need to avail eligibility certificate for this Program from the Board of Equivalence (BoE) of the Sarvajanik University.

1. Minimum age at entry shall be 17 years as on date of admission.
2. Admission to the program shall be made in the beginning of each academic year as per the guidelines prescribed by the Academic Council and duly approved by the Governing Board of the University.
3. The intake of the program and manner in which admissions shall be conducted under various quotas shall be decided by the Academic Council and duly approved by the Governing Board of the University.
4. Students may be admitted in this program from other universities subject to their fulfilment of guidelines prescribed by the Academic Council and duly approved by the Governing Board from time to time.
5. All students desirous of taking admission to this program shall pay the fees prescribed by the University within the timelines given to them. In the absence of payment of fees, admission of the student is liable to be forfeited.

The institute reserves the right to cancel the admission of any student on the grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline of any kind. In such circumstances, fees already paid by the student shall be retained by the University. Similarly, in case of cancellation of admission by the University due to any reason as mentioned above before payment of fees, University reserves the right to recover from the security deposit of the student or retain any statutory document of the student.

## **Selection Procedure**

1. All candidates desirous to get admission shall have to register themselves with the admission portal of the university website. Offline applications shall not be considered valid, unless specified.
2. They shall upload relevant documents and must have paid requisite fees to make themselves eligible in the admission process.
3. Registration with incomplete details / non-payment of application fees / prescribed documents shall be liable to be rejected. Candidates facing difficulties in registration and fee payment can email their queries on [eccadiq@gmail.com](mailto:eccadiq@gmail.com) with necessary proofs.
4. Total student intake in the first year shall be maximum 500 or as approved by the authorities of the University.
5. Admission shall be granted on the basis of merit and the selection of candidates shall be as prescribed by the Admission Committee of the University.
6. In case of similar aggregate percentage of marks scored by two or more candidates, priority shall be given to higher aggregate marks obtained in 10th Std. (SSC level), higher marks in the subject of Organisation of Commerce/Business Administration at 12th Std. exam, followed by marks obtained in the subject of English, Date of Birth and Surname (alphabetically).
7. Admission through quotas shall be governed as per University rules and regulations.

## **Document Verification Process**

Candidates have to submit the following documents during the document verification process to secure a seat at Sarvajanic College of Commerce & Computer Application.

- Passport size photograph
- Mark sheet of Class 10 (1 photocopy)
- Mark sheet of Class 12 (Original and 1 photocopy)
- Caste certificate (1 photocopy) (if applicable)
- Non-Creamy Layer Certificate (SEBC candidates) (1 photocopy) (if applicable)
- Minority certificate (1 photocopy) (if applicable)
- Leaving Certificate (1 photocopy)