INFORMATION BROCHURE FOR ADMISSION TO BCA COURSE FOR THE SESSION: 2013-2014

IMPORTANT INSTRUCTIONS FOR APPLICANTS

1. The candidates desirous to seek admission in BCA Course for the session 2013-14 shall fill in the form available on the website by clicking on the link "Online Admission form for BCA (Part-I)".

2. The admission shall be made on the basis of **first come first serve basis** and the Admit Card / Admission Card shall be generated on line and the candidate/s is required to approach the college of their choice alongwith fee and other documents.

3. The candidates are expected to ensure that they meet all eligibility conditions before filling in the application form.

4. Following documents (original as well as photocopies) are required at the time of admission in the College of their choice.

   i) Bank draft of Rs.600/-drawn in favour of **Director, Colleges Development Council, University of Jammu payable at** Jammu.

   ii) Bank draft amounting to Rs.23145/- of **Director, Colleges Development Council, University of Jammu payable at** Jammu.

   ii) 10th Class Marks Certificate and diploma.

   iii) 12th Class Marks Certificate.

   iv) Reserved Category Certificate duly issued by the competent authority. Candidate claiming to be beneficiary of the reservation, for determining eligibility must be a permanent resident of J&K State.

   v) Character Certificate preferably issued by the Head of the Institution last attended or by a Gazetted Officer.

5. Please make sure that the candidate affixes his/her photograph/signature/thump impression etc. at an appropriate place on the Form.

6. **If a candidate fails to produce original certificates or deposit the required Fee on the day of Admission his/her admission shall be cancelled.**

7. The candidate having any grievance , may apply on an appeal form obtainable from the University. The appeal form duly complete in all respects should be submitted in the Office of the Director, Colleges Development Council, New Campus, University of Jammu, Jammu within three (03) days of the last date of admission.

8. In case of any discrepancy/dispute, the Statutes/Regulations governing BCA Course read with general Statutes/Regulations governing Admission to other Degree Programmes of the University shall be followed.

9. If any difficulty arises in giving effect to these statutes or in dealing with a situation not envisaged in the statutes, the matter shall be referred to the Vice-Chancellor who shall issue such orders as he may deem fit under the circumstances.

10. The admission to Non-Local Candidates shall be granted for BCA Course in Non Government Colleges under 2nd preference category.

NOTE

1. **LOCAL CANDIDATES MEAN:-**

i. **WHO HAVE PASSED HIGHER SECONDARY PART IIND FROM THE JURISDICTION OF THE UNIVERSITY OF JAMMU.**

ii. **WHO BELONG TO AREA FALLING WITHIN THE TERRITORIAL JURISDICTION OF THE UNIVERSITY OF JAMMU BUT HAVE PASSED THE QUALIFYING EXAMINATION FROM THE JURISDICTION OTHER THAN THE JURISDICTION OF UNIVERSITY OF JAMMU.**

iii. **THE EMPLOYEES OF THE CENTRAL/ STATE GOVERNMENT/ OR PUBLIC UNDERTAKING OR ANY OTHER ORGANISATION RECOGNIZED BY THE SYNDICATE, OR POSTED WITHIN THE TERRITORIAL JURISDICTION OF THE UNIVERSITY OR SONS, DAUGHTERS, SPOUSES OF SUCH EMPLOYEES. A CERTIFICATE TO THIS EFFECT ON D.O. PAD LETTER OF THE HEAD/COMMANDING OFFICER MUST BE ATTACHED WITH THE APPLICATION FORM.**

1. **THE BCA PROGRAMME**

    BCA course is a three year degree course with annual pattern of examination. The medium of instruction for the Course is English.

2. **ELIGIBILITY**

Admission to Part-I class of the BCA Course shall be open to those candidates who have passed Higher Secondary Part-II examination (under 10+2 pattern) of the J&K State Board of School Education or an examination recognised by the University as equivalent thereto **with or without Mathematics** as one of the elective subjects and has obtained at least 45% of the aggregate marks in the qualifying examination in case of General Category Candidates and 40% marks in case of SC/ST Candidates.

3. **FEE STRUCTURE FOR COLLEGES AFFILIATED TO THE UNIVERSITY OF JAMMU**

    a) **NON-GOVT. COLLEGES**

    The admission fee to be paid at the time of admission through a crossed Bank Draft drawn in favour of Director, Colleges Development Council, University of Jammu and payable at Jammu, shall be Rs.23,145/- for the Ist year only which includes Examination Development Fund, Digitalization & Net Working Fund, IQAC Fund, Infrastructure Fund, Corpus Fund, Service Charges, Red Cross and Cultural fee payable to the University of Jammu by the College. For the 2nd year and 3rd year, fee shall be notified separately.

    i)   A refundable library security of Rs.300/- to be deposited in the College.

    ii) In addition to the above, every candidate shall be required to pay other normal fees prescribed by the University viz. Examination fee, Registration Fee, Eligibility Fee (wherever applicable) or any other fee prescribed by the University from time to time.

    Note: *Library Security will be charged only once for full course at the time of admission and is refundable to the students after completion of the course.*

The following Fee shall be payable by the candidate seeking admission in BCA course in Non-government Colleges Affiliated with University of Jammu for the Academic Session 2013-2014. The details are given below:

S.No.	Funds	Fee (Rs.)
1	Examination Development fund	150
2	Digitalization Fund	210
3	Corpus Fund	700
4	Infrastructure fund	500
5	IQAC Fund	120
6	Service Charges @ 5%	1068
7	Red Cross Fund	15
8	Cultural Fee	90
9	Tuition Fee	20292
	Total	**23145**

In addition to above, the candidates have to deposit the following fee in respective college.

S.No	Funds	Fee (Rs.)
1	Development Fund	2000
2	Prospectus of the College	200
3	Library Security (Refundable)	300
4	N.S.S. Fee (Rs.35/- shall be retained by the College concerned and balance Rs.35/- shall be deposited with the NSS Programme Coordinator through DD	70
5	Sports Fee	250
6	Examination fee for (including maintenance of service fee and desk fee)	570 + Rs.50/ each pract.
7	Registration fee	200
8	Eligibility fee (if applicable)	500

(Note: fee from S.No:4 to 8 be deposited in the University)

4. COURSES OF STUDY FOR BCA

FIRST YEAR

S.NO.	COURSE		TITLE
1.	BCA 101 (A)	:	Gen. English- A
	BCA 101 (B)	:	Gen. English-B
2.	BCA 102 (A)	:	Mathematical Foundation of Computer Sciences
	BCA 102 (B)	:	System Analysis and Design
3.	BCA 103 (A)	:	Computer Fundamentals
	BCA 103 (B)	:	Programming in C Language
4.	BCA 104 (A)	:	Computer Network and Internet Technologies
	BCA 104 (B)	:	DOS, Windows and Ms-Office

PART-II AND PART-III COURSE SHALL BE NOTIFIED SEPARATELY.

5. ADMISSION PROCEDURE AND SELECTION

5.1 All admissions (except management seats) to the BCA Course for the Session 2013-14, shall be made on the basis of first cum first serve basis through on-line counseling and admission/admit card shall be generated after the successful filling of On-Line Application form and the eligible candidate/s shall report to the college of his/her choice alongwith Application Fee, Admission Fee and Original Documents etc.

5.2 **NO INDIVIDUAL COLLEGE WILL ADMIT ANY STUDENT ON ITS OWN (EXCEPT MANAGEMENT QUOTA SEATS).**

5.3 Candidates are advised to visit the website regularly for latest information.

5.4 All the admissions will be provisional, therefore, the selected candidates shall produce qualification, reserved category and other relevant certificates in original for verification of their eligibility at the time of **Counselling/Admission** and shall deposit the requisite fee in the form of a Bank Draft/s.

5.5 **A candidate admitted to the course shall not take-up any employment or engage himself/herself in any business or attend any other course of instruction or appear in any other examination of any University as long as he/she is on the rolls of the BCA Course.**

6. SUBMISSION OF APPLICATION FORM/ ADMIT CARD IN THE ALLOCATED COLLEGE

6.1 Before filling on-line Application Form, candidates are advised to go through the Brochure carefully to ensure that they fulfill the conditions as laid down for admission to the BCA Course. **The amount once paid shall not be refunded/transferred/adjusted under any circumstances.**

6.2 A candidate desirous of seeking admission to the BCA Course shall fill online application form carefully.

6.3 No candidate shall be allowed to make any change in the Application Form, by way of addition, deletion or alteration once it has been submitted to the University.

7. Certificates and other documents to be attached

Application Form, duly filled in, should be accompanied by photocopies (self attested by the candidate) of the following certificates/ documents:

(i) Detailed marks certificates of classes 10th & 12th.

(ii) 10th Class diploma.

(iii) The candidates who have passed the qualifying examination from the schools as regular students are required to submit the character certificate signed by the Principal. Such candidates who have passed the qualifying examination as private candidates should submit the Character Certificates duly signed by a Gazetted Officer.

8. APPEALS

8.1 In case any candidate feels that the norms governing the admission have not been adhered to, he/she may make an appeal to the Director Colleges Development Council, University of Jammu on the prescribed form (available from the University) after making the requisite payment i.e. a fee of Rs.40/- as cost of Appeal form and Rs.240/- as fee for filing appeal. The Form duly filled in along with the requisite fee shall be submitted to the, Asstt. Registrar (CDC), New Campus, University of Jammu, Jammu–180 006 within three days from the last date of admission to BCA course. Such appeals shall be considered by an Appellate Committee comprising the following :

(i) Vice-Chancellor (Chairman);

(ii) Dean Academic Affairs ;

(iii) Dean, Faculty of Business Studies;

(iv) The Director, The Business School;

(v)   Registrar, University of Jammu;

(vi)   Director, Colleges Development Council, University of Jammu.

(vii)   OSD (CDC)

(viii)   A.R.(CDC)

Majority of the members shall form the quorum.

8.2   It shall be obligatory on the part of the Appellant to remain in attendance on the scheduled date and time outside the venue of the meeting of the Appellate Committee. He/she will ascertain the date, time and venue of the meeting from the Office of the Director, Colleges Development Council, University of Jammu. He/she shall appear before the Appellate Committee, if called upon to do so. **The decision of the Appellate Committee shall be final and binding on the Appellant.**

8.3   If any difficulty arises in giving effect to these norms or in dealing with a situation not envisaged in the norms, the matter shall be referred to the Vice-Chancellor who shall issue such order as he may deem fit under the circumstances.

LIST OF BCA NON GOVT COLLEGES

S.NO.	NAME OF THE COLLEGE	INTAKE
1.	Trikuta College of Computer Science, Nardani, Raipur, Kot Bhalwal, Jammu	100
2.	Sant Rocha Singh College, Digiana, Jammu*	100
3.	Bhargava Degree College, Samba	60
4.	IMS, Gurha Brahmana, Patoli, Jammu	100
5.	Baldev Institute of Mgt. & Science, Kaluchak, Jammu	80
6.	New Modern College, Sainik Colony, Jammu*	50
7.	R.M. College, Sainik Colony, Jammu	50
8.	R.K. College, Bari Brahmana, Jammu	50
9.	J.K. College, Bari Brahmana, Jammu	40

*subject to issuance of NOC by the Govt.

9.   **LEGAL DISPUTES**

All legal disputes including therein Consumer Courts relating to the admission of candidates to BCA course shall be subject to Courts having jurisdiction in Jammu only.

10.   **WITHDRAWAL OF ADMISSION**

The candidates can apply for withdrawal of admission upto one day prior to close of admission. The fee after deducting Rs.1000/- will be refunded by cheque drawn in the name of candidate after completion of admission process.