Instructions for candidates appearing in BBA / BCA Counseling

1. **Venue:**
   TERI Campus, P. G. College, Ravindrapuri, Ghazipur

2. **Counseling date:**

   # Monday, 17 July, 2017 at 10:00 am

3. **Documents required:**

   (i)   Admit Card in original.
   (ii) Class 10th and 12th mark-sheet and certificate
         (Original + **2** photocopies each).
   (iii) Caste certificate (for SC/ST/OBC candidates) of year 2017 in original.
   (iv) Aadhaar Card (Original + 2 photocopies.
   (v)   Transfer Certificate / Migration Certificate in original.
   (vi) Character certificate from institution last attended, in original.
   (vii) 5 copies of Passport size colour photograph.

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

	BCA	**BBA**
Annual Course Fee	30,000.00	25,000.00
Refundable Security	5,000.00	5,000.00
Annual Examination Fees & Registration Charges	3,500.00	3,500.00
Total Fee (Rs.)	**38,500.00**	**33,500.00**

   Fee payment in two installments:

First Installment	23,500.00	21,000.00
Second Installment	15,000.00	12,500.00
Total Fee (Rs.)	**38,500.00**	**33,500.00**

   Annual Hostel Fee : Rs. 6,000.00 + Rs. 1,000.00 (Refundable Security)

5. **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.**

6. Candidates are required to report for counseling along with their parent / guardian so that they are able to sign the declaration form.

   Principal