

**RAJDHANI COLLEGE**  
**BHUBANESWAR-751003**  
**DEPARTMENT OF PROFESSIONAL STUDIES**  
**BBA AND BCA**

**How to apply?**

**Step 1:** Visit the official website of the college, <https://www.rajdhanicollege.org.in>

**Step 2:** Click on **Courses**, then **Self-Financing Courses**, then select the course (BBA/BCA), then move to the bottom of the opened page and then download the details that you require for the admission process for Self-Financing courses.

**Step 3:** The Prospectus and Application Form can be obtained directly by the applicants from the department of professional studies BBA/BCA, on payment of ₹ 400/- Or may be downloaded through the college website <https://www.rajdhanicollege.org.in>.

**Step 4:** Pay the application fee (if online) amount of ₹ 400/- paid to the CREDIT of “**Principal Rajdhani College, Bhubaneswar, 751003**”, **AXIS Bank Ltd., A/c No.: 921010047202815, IFSC code: UTIB0001409** otherwise from the department through receipt. Print out a copy of the receipt of the fees deposited for the online or offline admission form for future reference.

**Step 4:** Take the printed application form and fill it out by entering the required details without omission and alteration.

**Step 5:** Submit the application form along with all the documents to the department office, as listed below:

1. Self-attested photocopy of the printed receipt (₹ 400/-) for the application form.
2. Two self-attested recent passport-size color photographs.
3. Self-attested photocopy of Matriculation/10<sup>th</sup> certificate
4. Self-attested photocopy of Mark Sheet of the Matriculation/10<sup>th</sup> examination
5. Self-attested photocopy of Intermediate/12<sup>th</sup> certificate if required
6. Self-attested photocopy of mark sheet of the Intermediate/12<sup>th</sup> examination if required
7. Attach the self-attested other equivalent degree certificates, if any.
8. Self-attested photocopy of caste certificate if claiming for reservation.
9. Self-attested disability certificate, if claiming for reservation
10. Self-attested photocopy of Aadhaar.

**Step 6:** To avoid postal delays, remote applicants may send a completed copy of their application ahead of time. To meet the deadline, it is essential to submit the application form through the Registered/Speed Post to the “**Principal, Rajdhani College Bhubaneswar, 751003**” on or before the deadline given in the advertisement and ensure that it reaches the respective department on time.



# Rajdhani College

Affiliated to Utkal University

NAAC "A" GRADE ACCREDITED

## DEPARTMENT OF PROFESSIONAL STUDIES

# BBA | BCA

### ABOUT COLLEGE

Rajdhani College, Bhubaneswar, an affiliated college of Utkal University, Odisha, started functioning as the Morning Shift of the B.J.B College, Bhubaneswar, in the year 1973, offering Intermediate and Degree Courses in the Arts Stream only. Within a short span of two years, it was able to come out of the shadow of the more pronounced elder institution. The college's location is quite fascinating, blending, as it were, the contrasting facets of the culturally rich capital city of Bhubaneswar.

The ancient Khandagiri and Udaygiri Caves, on the one hand, and the very modern AIIMS, SUM Hospital, and Biju Patnaik International Airport, on the other, are situated within a distance of 5KMs from the college. Our college got NAAC Accreditation in the year 2006 with B+ Grade despite its many infrastructural deficiencies. Still, the organization has overcome all its deficiencies and proudly announced it got **NAAC "A" Grade Accreditation.**

During the last 25 years, the institution's journey has often been laced with grave challenges, yet; it has stood up to them bravely and, rather, successfully. The college is a coeducational institution offering Honours teaching facilities for Degree Courses in Arts, Science, and Commerce streams. In the Arts stream, the teaching facility is extended to subjects like Economics, Education, English, History, Odia, Political Science, Philosophy, Sanskrit, & Sociology. In the Science Stream, there is a provision for teaching subjects like Botany, Chemistry, Geology, Mathematics, and Zoology up to the Honours level. In the Commerce Stream, Honours teaching is imparted in Accounting and Management. Besides, the College provides UG/PG teaching facilities in various subjects, i.e., Education in the Self-financing mode and Odia in the Conventional mode.

Keeping in mind the growing need for professional job-oriented courses in this district, the college has introduced the following courses from the current session.

**BBA**

**BCA**

### OBJECTIVES OF THE PROGRAMME:

- To impart quality education to the students and working executives in shaping their career to prepare them for the competitive and dynamic business environment.
- To offer expertise to the industry, academic, government organizations, and non-Govt organizations through research & development programs.
- To provide knowledge sharing environment for discussions and other activities like conferences and seminars to contribute towards academic development.

### SALIENT FEATURES :

- ✓ Stipend for SC/ST students.
- ✓ Summer Internship.
- ✓ Highly Experienced Full-time Faculty.
- ✓ Low course fees.
- ✓ Industry Oriented Course Curriculum.
- ✓ Well Equipped Computer Laboratory.
- ✓ Highly Experienced Full-time Faculty.

 [www.rajdhanicollege.org.in](http://www.rajdhanicollege.org.in)





## PROGRAMME **BBA**

BBA full form is Bachelor of Business Administration. BBA is one of the most popular and sought-after bachelor's degree programs pursued by students after Class 12. The BBA course is the gateway to many job opportunities in numerous sectors, such as Sales, Marketing, Education, Finance, Sales, and Government, to name a few.

BBA is a three-year professional undergraduate course in Business Management. The course is open to students from all three streams, i.e., Science, Arts, and Commerce. The BBA course offers knowledge and training in management and leadership skills to prepare them for managerial roles and entrepreneurship. On completion of a BBA, aspirants generally opt for MBA. However, candidates can also choose to explore job opportunities in various fields such as banking, urban infrastructure, real estate management, business consultancies, advertising, manufacturing, and Government sectors, to name a few. Some major job profiles one can opt for after completion of a BBA are as follows: Human Resource Executive, Marketing Executive, Marketing Manager, Sales Executive, Research and Development (R&D) Manager, Entrepreneur, Financial Advisor, and Public Relations Manager.

**Duration: 3 Years**

**Course Fee: 30,000/- Per Year**

**No of Seats: 96**

**Eligibility:**

Candidates seeking admission to the BBA course should have passed the Higher Secondary School Certificate Examination from the Council of Higher Secondary Education Odisha or another equivalent examination with any discipline having 45% of marks in the case of General candidates and 40% of marks in the case of SC/ST candidates.

## PROGRAMME **BCA**

Bachelor of Computer Application (BCA) is a 3-year undergraduate course that imparts knowledge on the basics of computer application and software development. BCA subjects include database management systems, software engineering, operating systems, web technology, and computer languages such as HTML, C, C++, and Java. Today is the right time to study BCA and become an expert in the technical field of programming, networking, architecture, etc..



Apart from programming, students can also enter the non-programming files of IT, such as testing, quality assurance, technical support, etc. Regarding higher education, you can also go for post-graduation courses after completing your BCA course, like MCA and an MBA. Some major job profiles one can opt for after completion of a BCA are as follows: Software Developer, System Analyst, Web Designer, Technical Associate, Customer Support Technician, IT Technical Support Developer.

**Duration: 3 Years**

**Course Fee: 30,000/- Per Year**

**No of Seats: 96**

**Eligibility:**

Candidates seeking admission to the BCA course should have passed the Higher Secondary School Certificate Examination from the Council of Higher Secondary Education Odisha or another equivalent examination with Mathematics / Statistics / Business Mathematics as one of the subjects.

 [www.rajdhanicollege.org.in](http://www.rajdhanicollege.org.in)



# RAJDHANI COLLEGE, BHUBANESWAR

NAAC "A" GRADE ACCREDITED

## APPLICATION FORM FOR SELF FINANCING COURSES

Paste a passport size Photograph signed on the front	FOR OFFICE USE	INDEX NUMBER	ROLL NUMBER
	1. SUBJECT INTO WHICH ADMISSION IS DESIRED	BBA	BCA

- 2 NAME OF THE APPLICANT IN BLOCK LETTERS)  
(SURNAME FIRST) \_\_\_\_\_ Mobile (WA) \_\_\_\_\_
- 3 SEX-MALE / FEMALE (Tick the right one)      4 RELIGION \_\_\_\_\_
- 5 MARRIED/UNMARRIED (Tick the right one)      6 NATIONALITY \_\_\_\_\_
- 7 DATE OF BIRTH (As recorded in High School Certificate)      IN FIGURE \_\_\_\_\_  
IN WORDS \_\_\_\_\_  
(If not applicable put a (x) mark)
- 8 Mention whether Schedule Caste or Schedule Tribe.  
(A certificate to this effect from the competent authority must be attached)

- 9 BOARD / UNIVERSITY REGISTRATION NUMBER: \_\_\_\_\_
- 10 Aadhar No. \_\_\_\_\_ / Blood Group \_\_\_\_\_ / e-mail ID \_\_\_\_\_
- 11 MUNICIPAL AREA OR RURAL AREA: \_\_\_\_\_
- 12 (i) FULL NAME OF MOTHER \_\_\_\_\_  
(ii) FULL NAME OF THE FATHER \_\_\_\_\_

13	PERMANENT ADDRESS	CORRESPONDENCE ADDRESS
	Phone No.	Phone No.

- 14 OCCUPATION OF THE FATHER OR GUARDIAN (If other then father)  
with official address : \_\_\_\_\_
- 15 PHYSICAL DEFICIENCIES OR DISABILITY IF ANY: YES/NO
- 16 SEEKING WEIGHTAGE IN (Certificate must be attached): \_\_\_\_\_ BURMA  
REPATRITES / SPORTS /N.C.C / SCOUT / GUIDES (Tick the appropriate one or mention clearly)

### 17 ACADEMIC HISTORY OF THE CANDIDATE

	Class	Board or University	Division /Percentage	Total Marks Obtained	Max. marks	Annual or Suppl. Exam	School/ College from which appeared	Hons/ Opti./ Elective. subjects offered	Year of Appearing
i	High School / Equivalent								
ii	Higher Secondary/ Equivalent								
iii	Degree								
iv	Others if any								

Make a cross in the columns not applicable. An attested copy of the mark sheet of the qualifying examination must be attached.

RECORD OF EDUCATIONAL INSTITUTION ATTENDED				
SL. NO.	NAME OF THE INSTITUTION (S)	DATE OF ADMISSION	DATE OF LEAVING	COURSE STUDIED

19 ARE YOU A GOVERNMENT SERVANT

YES/NO

If yes whether permission of the Govt. in the Administrative Dept. has been taken? (the permission in original should be attached)

YES/NO

20 I declare that the particulars furnished in this form are true to be the best of my knowledge.

Date of Application.....20.....

.....

Place.....

Signature of the Applicant

### UNDERTAKING

I hereby commit to following the college/hostel rules (if admitted). I further agree that if any incident of indiscipline and disobedience to the regulations established by the government or any authority delegated by them in this respect, or any behaviour in the college is determined to be unacceptable, my name will be instantly withdrawn from the institution. Further, I will not indulge in ragging or any activity of this type in the college/hostel (if admitted). In case of indulgence in such activity, I will be liable to expulsion from the college and prosecution as per the law.

I do hereby certify that the information furnished by me in this application is true & correct, and I undertake that any wrong information provided by me detected afterward will be treated as a cognizable offense.

Signature or thumb impression of Father /Guardian

Signature of the Applicant

Place:

Place: