RAJDHANI COLLEGE
BHUBANESWAR-751003
DEPARTMENT OF SELF-FINANCING COURSES (SFC)
ADMISSION 2023-24

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 SFC department on payment of **₹ 400/-** Or may be downloaded through the college website **https://www.rajdhanicollege.org.in**.

Step 4: Pay the application fee amount of **₹ 400/-** paid to the CREDIT of "**Principal Rajdhani College, Bhubaneswar, 751003**", **AXIS Bank Ltd., A/c No.: 921010047202815, IFSC code: UTIB0001409.** Print out the receipt of the fees deposited for the online 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. Two self-addressed unstamped envelopes.
4. Self-attested photocopy of Matriculation/10th certificate
5. Self-attested photocopy of Mark Sheet of the Matriculation/10th examination
6. Self-attested photocopy of Intermediate/12th certificate if required
7. Self-attested photocopy of mark sheet of the Intermediate/12th examination if required
8. Attach the self-attested other equivalent degree certificates, if any.
9. Self-attested photocopy of caste certificate if claiming for reservation.
10. Self-attested disability certificate, if claiming for reservation
11. 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 12th July 2023 before 05.00 PM and ensure that it reaches the relevant department on time.