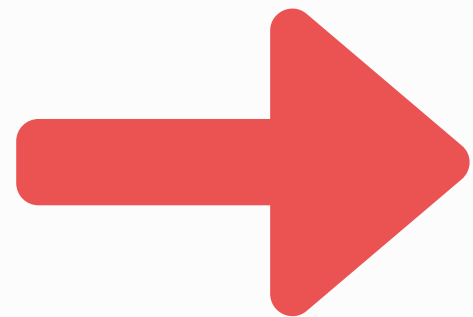


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# INSTRUCTION MANUAL

## B.Sc Computer Applications

Unlocking IT Potential by Turning Data into Decisions



***APPLY ONLINE***

**FOLLOW THE STEPS BELOW**



# STEP 1

## VISIT WEBSITE

<https://bcaeducation.com>



The screenshot shows the homepage of the BCA Education website. At the top left is the logo 'BCA Education' with a graduation cap icon. The navigation menu includes 'Home', 'About', 'Students', 'Placement', 'Events', 'Careers', 'Contact', 'Community', 'LMS Login', and 'Admission Registration' (highlighted in a yellow box). Below the navigation is a main banner area. On the left, there is an 'Announcements' section with a text box: 'Merkle, a dentsu Company | Opportunity for BCA 2024 Batch| CTC- 4.5 LPA| Only For MUMBAI Residence Candidates'. To the right is a large image of a 'Practical Session' in a computer lab, with a blue header and a white arrow on the left. Below the banner is a section titled 'Popular Program To Learn' with four program cards: 'SY & TY BCA' (Bachelor of Computer Applications), 'TY BBA' (Bachelor of Business Administration), 'B.Sc Computer Applications' (Bachelor of Science In Computer Applications), and 'B.Sc (Data Science & Artificial Intelligence)' (Bachelor of Science In Data Science & Artificial Intelligence). Each card has a red 'Admission Information' link at the bottom.

# STEP 2

CLICK ON ADMISSION INFORMATION AND DOWNLOAD PDF

CHECK



Duration



Syllabus



Eligibility



Career Options



Fees



## Popular Program To Learn

SY & TY BCA

Bachelor of Computer Applications

[Admission Information](#)

TY BBA

Bachelor of Business Administration

[Admission Information](#)

B.Sc Computer Applications

Bachelor of Science in Computer Applications

B.Sc (Data Science & Artificial Intelligence)

Bachelor of Science in Data Science & Artificial Intelligence



# STEP 3

NEW APPLICANT CLICK HERE TO REGISTER

CLICK ON "ADMISSION REGISTRATION"



BCA Education

Home About Students Placement Events Careers Contact Community LMS Login **Admission Registration**

Announcements

Shramdan @ karjat

FY B.Sc Computer Application

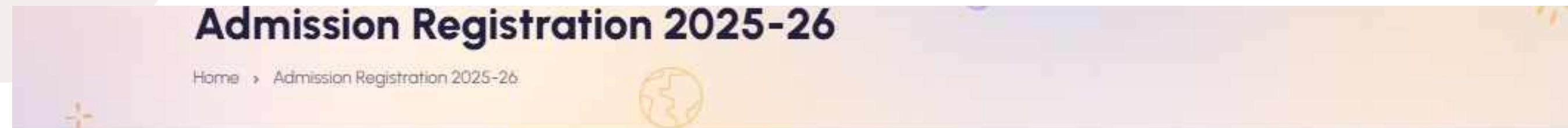
Popular Program To Learn

<b>SY &amp; TY BCA</b> Bachelor of Computer Applications <a href="#">Admission Information</a>	<b>TY BBA</b> Bachelor of Business Administration <a href="#">Admission Information</a>	<b>B.Sc Computer Applications</b> Bachelor of Science In Computer Applications. <a href="#">Admission Information</a> <a href="#">Download Student Manual</a>	<b>B.Sc (Data Science &amp; Artificial Intelligence)</b> Bachelor of Science In Data Science & Artificial Intelligence.
--	---	--	--

Activate Windows

# STEP 4

## CREATE STUDENT LOGIN

A screenshot of a registration form titled "Admission Registration 2025-26". The form contains several input fields: "First Name", "Middle Name", "Last Name", "Contact Number", "Email", "Password", and "Confirm Password". At the bottom of the form, there is a dropdown menu with the text "FY.B.Sc.Computer Applications 2025-26". An orange arrow points to this dropdown menu.

Select Course as FY.B.Sc Computer Applications 2025-26

After Filling entire form details click on

**VALIDATE DETAILS**

# STEP 5

## REGISTRATION PAYMENT

FILL IN THE DETAILS AND PAY THE ONE TIME REGISTRATION FEES

Details validated Successfully!



### Admission Registration 2025-26

Geeta

Dashrath

Rawool

9820996548

geetar@gmail.com

.....

.....

FY.B.Sc.Computer Applications 2025-26

[How To Register Click Here](#)

Kindly click to pay "Online Form Registration Fees"

PAY 200 INR

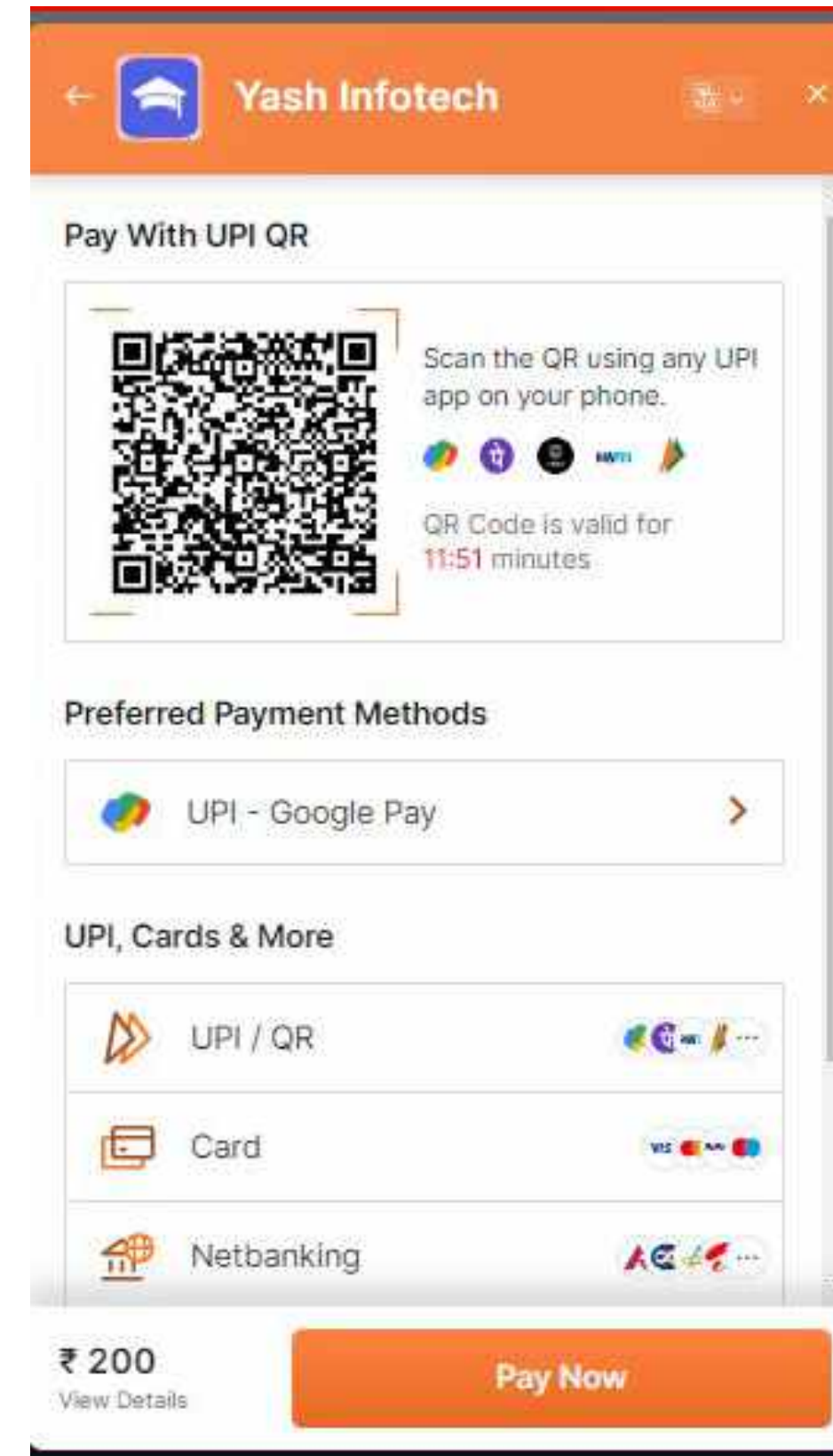


Activa  
Go to Se

# STEP 6

## SCAN QR CODE

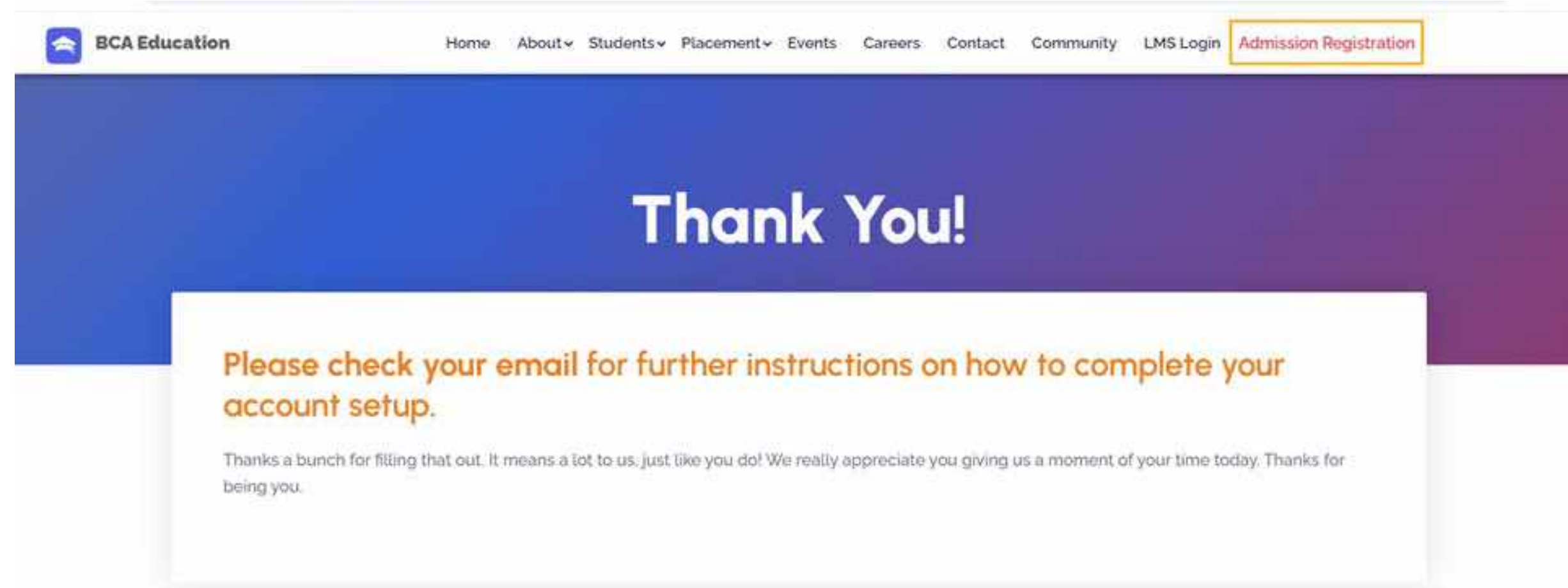
- ➔ Scan QR code to pay Rs 200/- Admission Registration Fees
- ➔ After Payment wait till you get **“THANK-YOU”** message
- ➔ Do not Refresh or Reload your web page or else transaction will fail.



# STEP 7

## REGISTRATION CONFIRMATION

AFTER THE RS. 200/-TRANSACTION IS COMPLETED SUCCESSFULLY, YOU WILL GET THANK-YOU MESSAGE THEN PROCEED WITH LOGIN.



The screenshot shows the BCA Education website's admission registration confirmation page. The header includes the BCA Education logo and a navigation menu with items: Home, About, Students, Placement, Events, Careers, Contact, Community, LMS Login, and Admission Registration (highlighted). The main content area features a large blue and purple gradient banner with the text 'Thank You!' in white. Below the banner, a white box contains the following text:

**Please check your email for further instructions on how to complete your account setup.**

Thanks a bunch for filling that out. It means a lot to us, just like you do! We really appreciate you giving us a moment of your time today. Thanks for being you.

# STEP 8

## STUDENT LOGIN

CLICK ON THE LMS LOGIN



The screenshot shows the BCA Education website interface. The navigation menu at the top includes: Home, About, Students, Placement, Events, Careers, Contact, Community, LMS Login, and Admission Registration. The 'LMS Login' link is highlighted with a yellow box. Below the navigation menu, there is a section with an 'Announcements' header and a 'Practical Session' image showing students in a computer lab. A 'PLACEMENT UPDATE' link is visible in the bottom left of the announcements section. At the bottom of the page, there is a banner that reads 'Popular Program To Learn'.

# STEP 9

## STUDENT LOGIN

ENTER THE EMAIL ADDRESS AND PASSWORD YOU USED DURING THE REGISTRATION PROCEDURE.



### LMS LOGIN

Sign in to your account to continue

Email

Password

[Forgot password?](#)

[Log in](#)

# STEP 10

## STUDENT DASHBOARD OVERVIEW

READ FEES STRUCTURE AND INSTRUCTIONS CAREFULLY, THE FOLLOWING DASHBOARD WILL APPEAR.

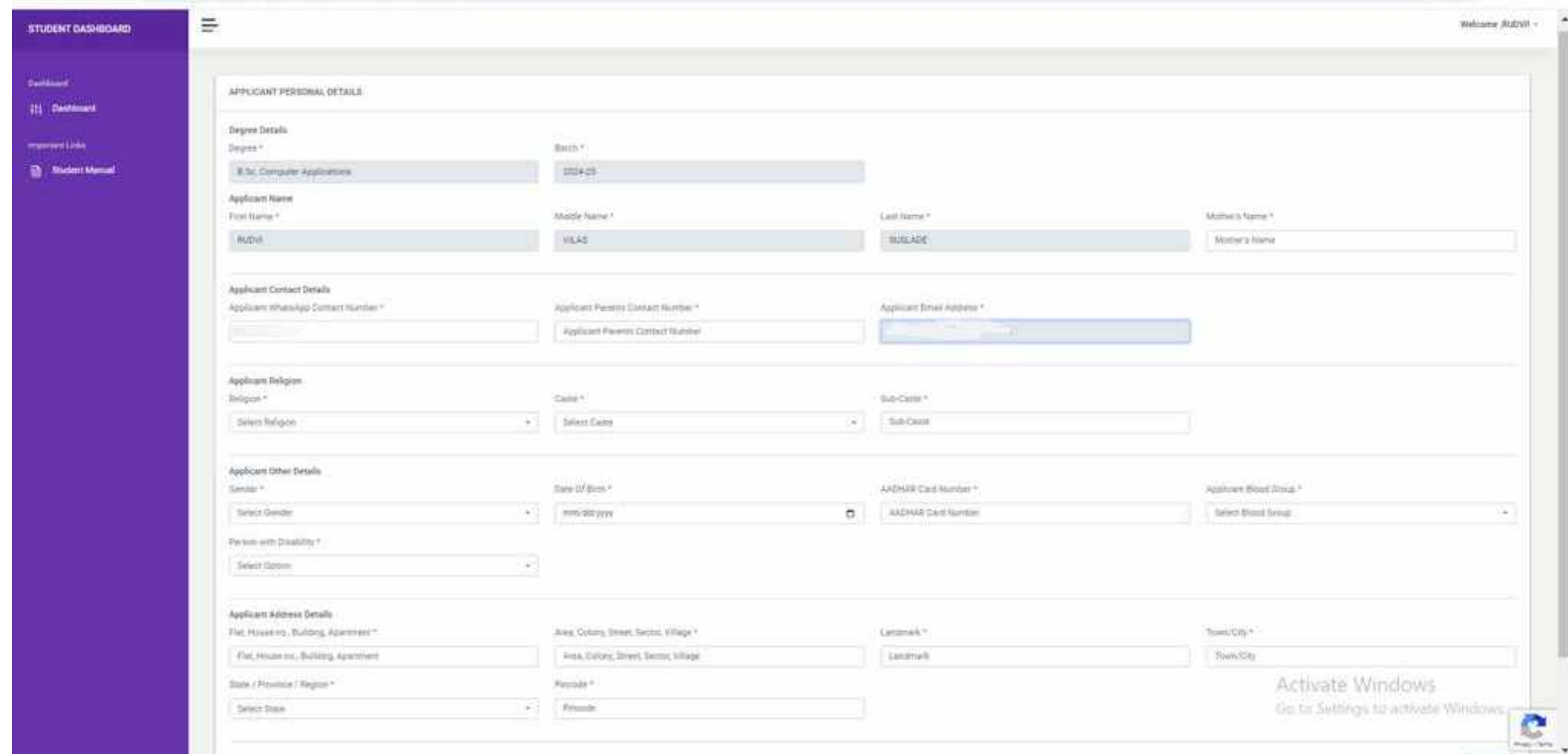
The screenshot displays a student dashboard with a purple sidebar on the left containing navigation links: 'Dashboard', 'Important Links', and 'Student Manual'. The main content area features a green header with the text: 'Kindly complete the following levels for the admission process' and 'कृपया प्रवेश प्रक्रियेसाठी खालील स्तर पूर्ण करा'. Below this is a section titled 'Admission Process 2025-26' with six cards representing different levels: 'Personal Details', 'Educational Details', 'Document Details', 'Subject Details', 'Program Learning Fees', and 'University Admission Fees'. Each card has a 'PENDING' status indicator. Below the cards is a table titled 'B.SC.COMPUTER APPLICATIONS (FIRST YEAR) FEES STRUCTURE 2025-26'.

TYPE	REMARKS	FEES
TMV Fees	Step 6 University Fees Must be paid in person at the college via Online mode by UPI. No cash Transaction will be accepted	₹ 28,000
INSTALLMENT 1	Program Learning Fees – First Installment:- Must be paid at Step 5 of the online admission process for FY.B.Sc.CA	₹ 26,500
INSTALLMENT 2	Program Learning Fees – Second Installment:- Must be paid in the month of November 2025, before the Semester 1 examination. Note: Failure to pay the second installment will result in ineligibility to appear for the Semester 1 exam.	₹ 14,000
Total Fees		₹ 68,500

# STEP 11

## FILL IN THE APPLICANT PERSONAL DETAILS

CLICK ON “PERSONAL DETAILS” AND FILL THE INFORMATION AND CLICK SUBMIT



The screenshot displays a web application interface for a student dashboard. On the left, a purple sidebar contains navigation links: 'Dashboard', 'Dashboard', 'Important Links', and 'Student Manual'. The main content area is titled 'APPLICANT PERSONAL DETAILS' and contains several sections of form fields:

- Degree Details:** Includes 'Degree \*' (dropdown menu with 'B.Sc. Computer Applications' selected) and 'Batch \*' (text input with '2024-25').
- Applicant Name:** Includes 'First Name \*' (text input with 'RUDRA'), 'Middle Name \*' (text input with 'VILAS'), 'Last Name \*' (text input with 'BISLADE'), and 'Mother's Name \*' (text input with 'Mother's Name').
- Applicant Contact Details:** Includes 'Applicant WhatsApp Contact Number \*' (text input), 'Applicant Parents Contact Number \*' (text input with 'Applicant Parents Contact Number'), and 'Applicant Email Address \*' (text input with 'Applicant Email Address').
- Applicant Religion:** Includes 'Religion \*' (dropdown menu with 'Select Religion'), 'Caste \*' (dropdown menu with 'Select Caste'), and 'Sub-Caste \*' (text input with 'Sub-Caste').
- Applicant Other Details:** Includes 'Gender \*' (dropdown menu with 'Select Gender'), 'Date of Birth \*' (text input with '11/11/2000'), 'AADHAR Card Number \*' (text input with 'AADHAR Card Number'), 'Applicant Blood Group \*' (dropdown menu with 'Select Blood Group'), and 'Person with Disability \*' (dropdown menu with 'Select Option').
- Applicant Address Details:** Includes 'Flat, House no., Building, Apartment \*' (text input with 'Flat, House no., Building, Apartment'), 'Area, Colony, Street, Sector, Village \*' (text input with 'Area, Colony, Street, Sector, Village'), 'Landmark \*' (text input with 'Landmark'), 'Town/City \*' (text input with 'Town/City'), 'State / Province / Region \*' (dropdown menu with 'Select State'), and 'Pincode \*' (text input with 'Pincode').

The bottom right corner of the page features an 'Activate Windows' watermark and a Windows logo.

# STEP 12

## FILL IN THE EDUCATION DETAILS

CLICK ON “EDUCATION DETAILS” AND FILL THE INFORMATION AND CLICK SUBMIT

The screenshot shows a student dashboard with a purple sidebar on the left. The sidebar contains the following items: 'STUDENT DASHBOARD', 'Dashboard', 'Dashboard', 'Important Links', and 'Student Manual'. The main content area is titled 'APPLICANT EDUCATIONAL DETAILS' and contains a form with the following fields:

SELECT QUALIFICATION / DEGREE	SELECT UNIVERSITY / COLLEGE / SCHOOL	PASSING YEAR	PERCENTAGE	GRADE
SSC	Select University / College / Student	Passing year	%	Select Grade
HSC	Select University / College / Student	Passing year	%	Select Grade

A 'Submit' button is located at the bottom right of the form. The top right of the dashboard shows a welcome message: 'Welcome ,RUDVII'.

# STEP 13

## DOCUMENTS DETAILS

UPLOAD THE NECESSARY DOCUMENTS (**ONLY JPG. FORMAT, SIZE LESS THAN 500KB**) CLICK SUBMIT IN “OTHER” SECTION PUT SSC MARKSHET AGAIN OF NO OTHER DOCUMENT

**STUDENT DASHBOARD**

Dashboard

Dashboard

Important Links

Student Manual

### APPLICANT DOCUMENT DETAILS

**Instructions!**

- Only image files are allowed to be uploaded.
- Image file size under 500KB
- All documents are compulsory to be uploaded.

FILE	UPLOAD	PREVIEW	ACTION
Photo	Choose File No file chosen Upload		
Sign	Choose File No file chosen Upload		
Aadhar Card	Choose File No file chosen Upload		
HSE Certificate	Choose File No file chosen Upload		
Leaving Certificate	Choose File No file chosen Upload		
Others	Choose File No file chosen Upload		

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Activate Windows  
Go to Settings to activate Windows.

Designed, Developed & Maintained by Codegiant Techno

# STEP 14

## FILL IN THE SUBJECT DETAILS

CLICK ON “SUBJECT DETAILS” AND FILL THE INFORMATION AND CLICK SUBMIT

**SELECT ALL SUBJECT** AND READ ADMISSION POLICY, UNDERTAKING

The screenshot displays a student dashboard with a purple sidebar on the left and a main content area. The sidebar includes a 'STUDENT DASHBOARD' header and a list of navigation items: Dashboard, Important Links, Student Manual, Backlog / Convocation, Attendance & Schedules, Records, Assignment, Study Material, and Notifications / Complaints. The main content area is titled 'APPLICANT SUBJECT DETAILS' and features two tables for subject selection. The 'SEMESTER 1' table lists subjects like C programming, Mathematics, and English, all with checked 'ACTION' boxes. The 'SEMESTER 2' table lists subjects like Object Oriented Programming using c++, Statistics, and Indian Knowledge System(IKS), also all with checked 'ACTION' boxes. At the bottom, there is a checkbox for agreeing to the admission policy and a 'Submit' button.

SEMESTER	SUBJECT	ACTION
SEMESTER 1	C programming	<input checked="" type="checkbox"/>
SEMESTER 1	Mathematics	<input checked="" type="checkbox"/>
SEMESTER 1	Computer Fundamentals & Networking	<input checked="" type="checkbox"/>
SEMESTER 1	Operating System	<input checked="" type="checkbox"/>
SEMESTER 1	Logic Development	<input checked="" type="checkbox"/>
SEMESTER 1	C Programming (PR)	<input checked="" type="checkbox"/>
SEMESTER 1	Gender Perspectives	<input checked="" type="checkbox"/>
SEMESTER 1	English	<input checked="" type="checkbox"/>

SEMESTER	SUBJECT	ACTION
SEMESTER 2	Object Oriented Programming using c ++	<input checked="" type="checkbox"/>
SEMESTER 2	Statistics	<input checked="" type="checkbox"/>
SEMESTER 2	Structured System Analysis& Design	<input checked="" type="checkbox"/>
SEMESTER 2	Principles and Practice of Management -I	<input checked="" type="checkbox"/>
SEMESTER 2	Communication Skills	<input checked="" type="checkbox"/>
SEMESTER 2	GDPS using c ++(PR)	<input checked="" type="checkbox"/>
SEMESTER 2	Moral Values	<input checked="" type="checkbox"/>
SEMESTER 2	Indian Knowledge System(IKS)	<input checked="" type="checkbox"/>

By clicking you agree to our Admission Policy and also I confirm the Undertaking document.

Submit

# STEP 15

## DOCUMENT VERIFICATION

HERE STUDENT HAS TO **WAIT FOR DOCUMENT VERIFICATION** AND APPROVAL FOR B.SC COMPUTER APPLICATIONS ADMISSION PROCESS 2025-26.



# STEP 16

## PROCESS OF MERIT

IF THE STUDENT IS SHORTLISTED BASED ON MERIT AFTER VERIFICATION, HE SHOULD PROCEED TO THE NEXT STEP OF PAYMENT.



# STEP 17

## PROGRAMME LEARNING FEES

CLICK ON FEES “PAYMENT LINK” TO PAY INSTALLMENT 1 OF PROGRAM LEARNING FEES.

### Important!

Dear User, Please make the payment first from given link. After Successful payment completion submit the payment details.

### Important!

kindly Pay second term fees before the result of Dec 2024 exam

### PROGRAM LEARNING FEES

TYPE	REMARKS	FEES	FEES PAYMENT LINK	ACTION
INSTALLMENT 1	Program Learning Fees – First Installment:- Must be paid at Step 5 of the online admission process for FY.B.Sc.CA	₹ 26,500	<a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=5535208">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=5535208</a>	<a href="#">Submit Payment Details</a>
INSTALLMENT 2	Program Learning Fees – Second Installment:- Must be paid in the month of November 2025, before the Semester 1 examination. Note: Failure to pay the second installment will result in ineligibility to appear for the Semester 1 exam.	₹ 14,000	-	<a href="#">Submit Payment Details</a>

Remarks : Admission Process Confirmation The admission process is complete only after all 6 steps of the online admission process are completed. This includes payment of: Program Learning Fees – First Installment (at Step 5) | University Fees (Step 6 to be paid in person at the college)

# STEP 18

## PROGRAMME LEARNING FEES

ENTER YOUR BASIC PERSONAL DETAILS FOR BANK PAYMENT

The screenshot displays the SBI SB Collect payment interface. At the top, the SBI logo and 'SB Collect' header are visible, along with navigation links for HOME, TRANSACTION HISTORY, FAQs, and CUSTOMER SUPPORT. A 'Payment Progress' section shows a five-step process: 'Select Payee' (completed with a green checkmark), 'Enter Payment Details' (current step with a blue circle), 'Verify Payment Details', 'Complete Payment', and 'Print Receipt'. Below this, the selected payee is 'Kilise BCA EDUCATION'. The 'Enter Payment Details' section contains the following fields:

- Payment Category: TYBCA
- First Name \*
- Middle Name \*

# STEP 19

## PROGRAMME LEARNING FEES

CHECK THE DETAILS AND CLICK NEXT

Progress Bar: Select Payee (checked) → Enter Payment Details (checked) → **Verify Payment Details** (active) → Complete Payment → Print Receipt

Verify Payment Details

**FYBCA EDUCATION**

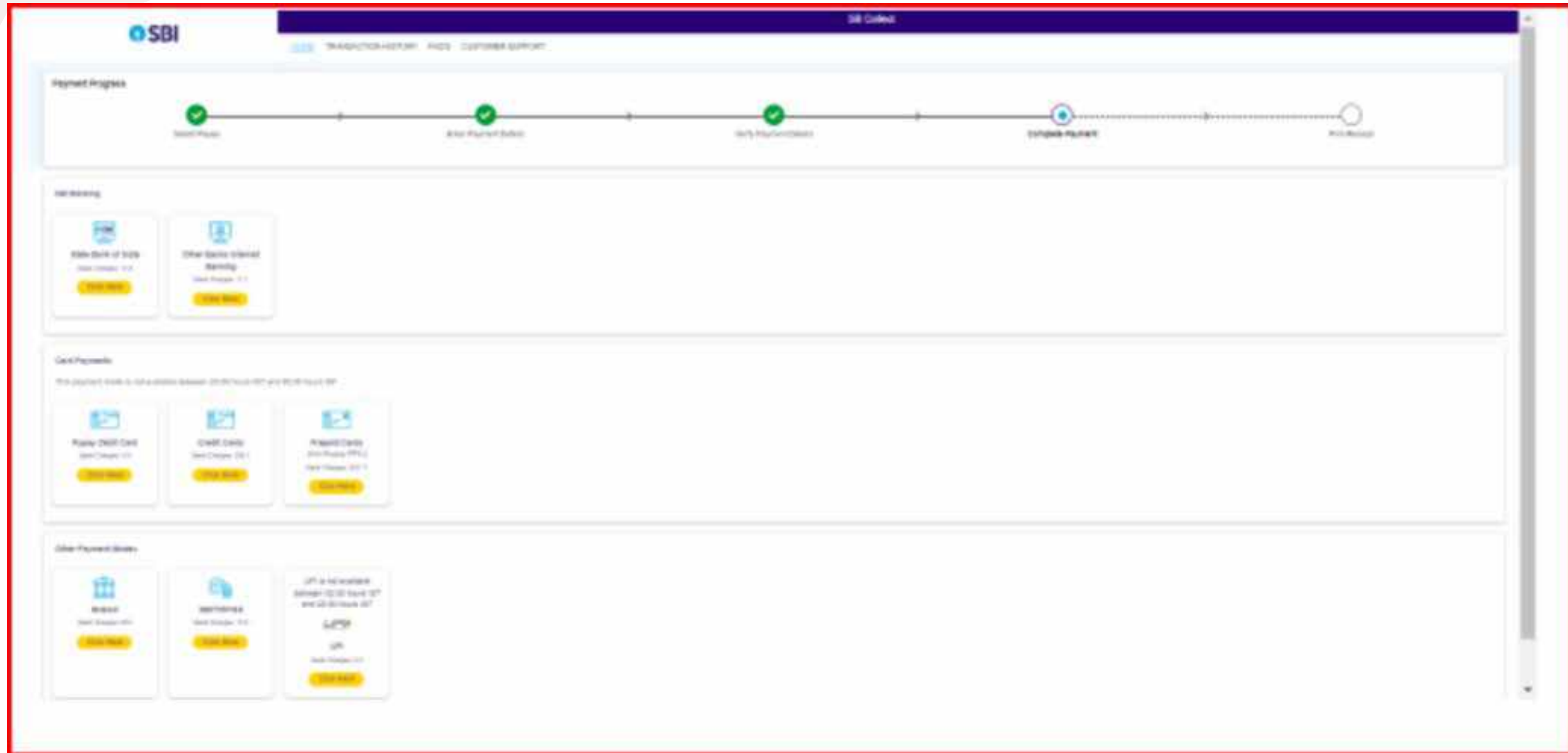
Payment Details

Payment Category :	FYBCA	Total Amount (INR) 10,500.00
First Name:	shresh	
Middle Name:	SHRUTI	
Last Name:	SHRESH	
Author Card Number:	12545454	
Mobile Number:	9029992440	
FYBCA Program Learning Fees Sem 1:	10500	
Remarks :	FYBCA Sem 1 Fees	

# STEP 20

## PROGRAMME LEARNING FEES

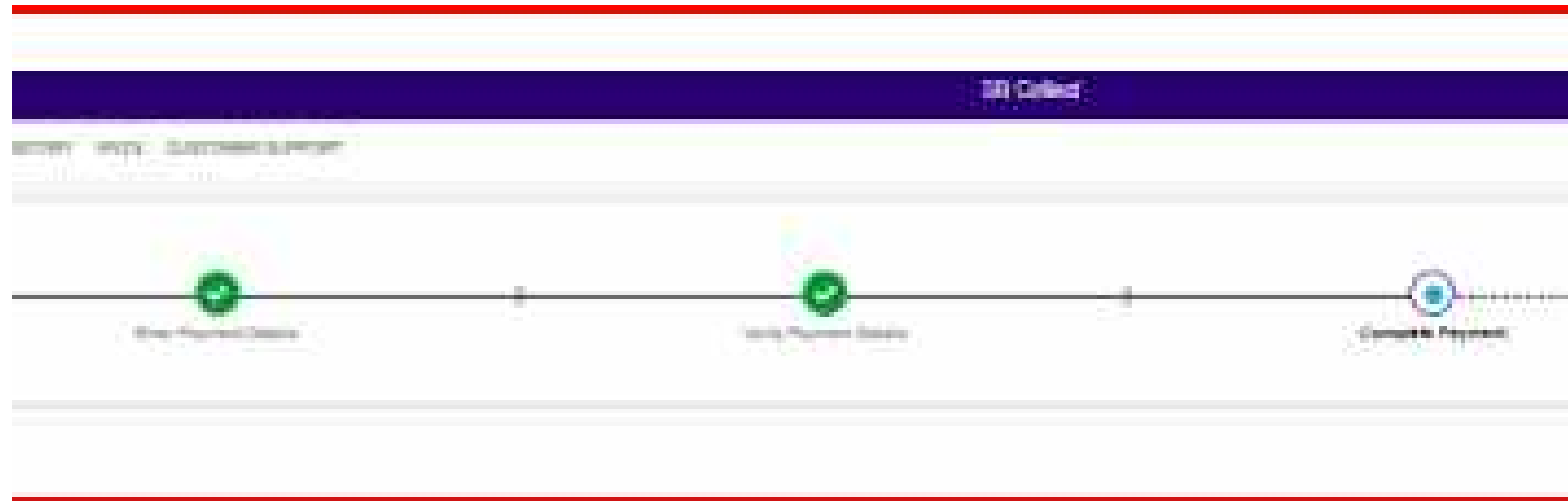
### SELECT YOUR PAYMENT MODE



# STEP 21

## PROGRAMME LEARNING FEES

ONCE PAYMENT IS DONE CLICK ON PRINT RECEIPT TO SAVE FOR FUTURE REFERENCE.



# STEP 22

## PROGRAMME LEARNING FEES

GO TO YOUR STUDENT LOGIN AND CLICK ON PROGRAM LEARNING FEES TO SUBMIT PAYMENT DETAILS

**STUDENT DASHBOARD**

Dashboard

Dashboard

Important Links

Student Manual

**Important!**

Dear User, Please make the payment first from given link. After Successful payment completion submit the payment details.

**Important!**

kindly Pay second term fees before the result of Dec 2024 exam

**PROGARM LEARNING FEES**

TYPE	REMARKS	FEES	FEES PAYMENT LINK	ACTION
SEMISTER 1	Fees Rs.20500/- for FY.B.Sc.CA Semester-I PROGRAM LEARNING should be paid online at the time of admission.	₹ 20,500	<a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=5535208">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=5535208</a>	<a href="#">Submit Payment Details</a>
SEMISTER 2	Fees Rs.20000/- for FY.B.Sc.CA Semester-II PROGRAM LEARNING should be paid in the month of Dec 2024.	₹ 20,000		<a href="#">Submit Payment Details</a>

Remarks : To Confirm the FY.B.Sc.CA Admission Process 2024-25 it is compulsory to pay University Fees and Program Learning Fees Sem 1 at the time of Admission.

# STEP 23

## PROGRAMME LEARNING FEES

FILL FORM TO UPLOAD YOUR BANK TRANSACTION RECEIPT.

The screenshot shows a web form titled "UPDATE PROGRAM LEARNING FEES" with a close button (X) in the top right corner. The form is organized into three columns and three rows of input fields. The first row contains "Total Fees" (text input with "19500"), "Paid Fees" (text input with "19500"), and "Payment Method" (dropdown menu with "Select Payment Method"). The second row contains "UTR / UPI No" (text input with "UTR / UPI No"), "UTR / UPI Date" (text input with "dd-mm-yyyy" and a calendar icon), and "Remitter Bank" (dropdown menu with "Select Remitter Bank"). The third row contains "Beneficiary Bank" (dropdown menu with "Select Beneficiary Bank"), "Payment Receipt \*" (file upload area with a "Choose File" button and "No file chosen" text), and a blue "Submit" button. A red arrow points to the "Choose File" button.

# STEP 24

## UNIVERSITY ADMISSION FEES

UNIVERSITY FEES MUST BE PAID IN PERSON AT THE COLLEGE VIA ONLINE MODE BY UPI. NO CASH TRANSACTION WILL BE ACCEPTED

### UNIVERSITY FEES

Total Fees *	Paid Fees *	Payment Method *
<input type="text" value="28000"/>	<input type="text" value="28000"/>	<input type="text" value="Select Payment Method"/>
UTR / UPI No *	UTR / UPI Date *	Remitter Bank *
<input type="text" value="UTR / UPI No"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="Select Remitter Bank"/>
Beneficiary Bank *	Payment Receipt *	
<input type="text" value="Select Beneficiary Bank"/>	<input type="button" value="Choose file"/> No file chosen	

# STEP 25

## PROGRAMME LEARNING FEES

YOU WILL RECEIVE VERIFIED MESSAGE ONCE BANK RECONCILIATION WILL BE DONE BY UNIVERSITY AND COLLEGE.

The screenshot displays a student dashboard with a purple sidebar on the left and a main content area on the right. The sidebar contains the following items:

- STUDENT DASHBOARD
- Dashboard
- Dashboard
- Important Links
- Student Manual
- Backlog / Convocation
- Attendance & Schedules

The main content area features a header with a hamburger menu icon and the text "Welcome ,Sharad!". Below the header is a row of six status cards:

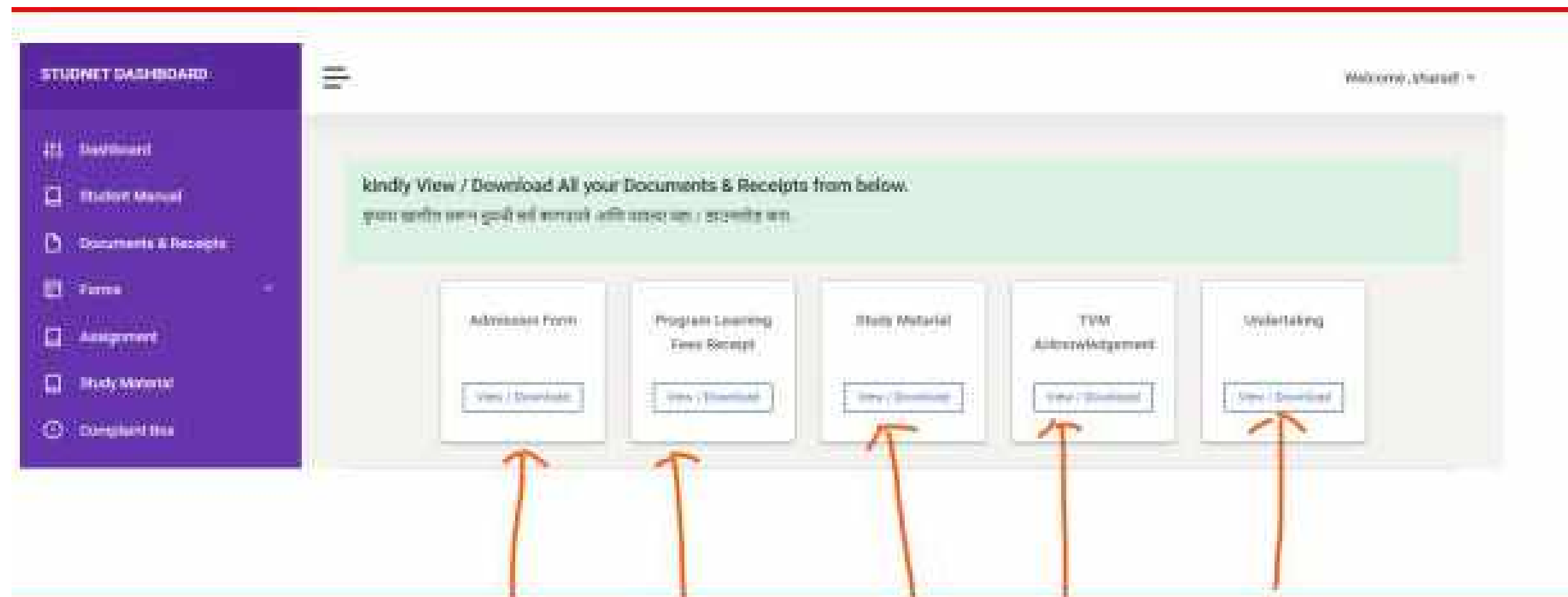
- Personal Details: SUBMITTED
- Educational Details: SUBMITTED
- Document Details: SUBMITTED
- Subject Details: SUBMITTED
- University Admission Fees: VERIFIED
- Program Learning Fees: VERIFIED

Below the status cards, there is a section titled "B.SC. COMPUTER APPLICATIONS- FEES STRUCTURE 2023-24".

# STEP 26

## SUBMISSION GUIDELINES

CLICK ON DOCUMENTS & RECEIPTS TO REVIEW YOUR  
ADMISSION FORM AND FEE RECEIPTS  
THIS STEP COMPLETES YOUR ADMISSION PROCESS



# ***STEP 27***

## **LOGOUT**

**YOU CAN NOW LOGOUT AS THE PROCESS IS DONE**



