

INFORMATION BROCHURE 2018

for

Admission to

3-year (6-Semester) full-time
Bachelor of Business Administration (BBA)
and
Bachelor of Computer Application (BCA)
at

Birla Institute of Technology
Jaipur, Lalpur, Noida and Patna Off Campuses



BIRLA INSTITUTE OF TECHNOLOGY

(Deemed University under section 3 of UGC Act 1956)

Mesra, Ranchi - 835215

Jharkhand, India

Website: <http://www.bitmesra.ac.in>

Addresses and contact details of BIT Mesra and its Off Campuses

Campus	Addresses and contact details
Mesra	Dean Admission & Academic Coordination Birla Institute of Technology, Mesra, Ranchi - 835215 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 4469, and 2276181 / 2275868 (Direct) Fax: 0651- 2275401, 2276007 e-mail: admissions@bitmesra.ac.in
Jaipur	Director, Birla Institute of Technology Off Campus 27, Malviya Industrial Area, Jaipur - 302018 Phone: 0141 - 4019819 / 4019798, Fax: 0141-2751601 e-mail: bitjaipur@bitmesra.ac.in
Lalpur	Director, Birla Institute of Technology Off Campus Lalpur, Ranchi - 834001, Phone: 0651-2531676, 2531229 Fax: 2531679 / 2531676 e-mail: bitlalpur@bitmesra.ac.in
Noida	Director, Birla Institute of Technology Off Campus A-7, Sector-1 Noida 201801 Phone: 0120-2440408 / 4264080/ 4263080 / 2553661 / 3662, Fax: 2554146 e-mail: bitnoida@bitmesra.ac.in
Patna	Director, Birla Institute of Technology Off Campus Near Patna Airport, P.O. Bihar Veterinary College, Patna - 800014 Phone: 0612- 2223545, 2226002, 2223538, Fax: 2223545 e-mail: bitpatna@bitmesra.ac.in

Please see our website for addresses and contact details of our other Campuses.

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IMPORTANT DATES

Filling of online form commences from	1 May 2018
Last date to Apply Online	15 June 2018
Declaration of FIRST shortlisted candidates for Documents Verification cum Admission	18 June 2018
Classes will commence from 1 st / 2 nd week of July 2018 at all Campuses [Exact date will be notified at later stage]	

Note:

- All the dates mentioned above are tentative, and liable to be changed. Hence, please check Institute website periodically.
- Please fill and submit the application online only, take printout of the same and retain with you as the same will be required to produce at the time of reporting for Documents verification cum admission.

Sec 1. An Introduction and How to Apply

This Information Brochure covers admissions to full-time 3-year (6-semester) Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA) programmes 2018 at BIT Jaipur, Lalpur, Noida and Patna Off Campuses, which will commence in July 2018.

How to Apply: (Please see Instructions also for details)

- To start online application, click on the link “Apply Online”, create ‘username’ and ‘password’ by clicking on “New users register here” when prompted. Do not share the username and password with anyone.
- To apply for BBA or BCA programme, eligible candidates must complete and submit the application online only [the link is available on Institute website www.bitmesra.ac.in]. Pay application fee of Rs.1,500/- (General candidates) or Rs.1,000/- (SC/ST candidates) through State Bank Collect - net banking or credit card of any nationalized bank in favour of “Birla Institute of Technology” within the given time period. [Fee once remitted shall not be refunded under any circumstances].
- The candidates may use the Online Application Form to apply for the BBA or BCA programme of the Institute at **MAXIMUM OF THREE CAMPUSES**, in order of preference by selecting the Campus of Place for Study from the prompt. **Candidates will not be permitted to alter their preferences at a later stage.**
- Use separate application form, in case applying for both BBA and BCA programmes and pay additional application fee.

Important Instructions:

1. Candidates should proceed to fill the Online Application Form only after they satisfy themselves that they fulfill all the eligibility criteria.
2. Candidate must have adequate proficiency in written & spoken English to cope with the programme as all instruction and examinations will be in English only.
3. Please fill and submit the application online only, take printout of the same and retain with you as the same will be required to produce at the time of reporting for documents verification cum admission.

Form / Application Numbers:

The Form / Application numbers on each online application form may be noted and cited in correspondence if required. **No individual intimation will be sent to candidates.**

Documents verification cum Admission:

The Campus-wise list of candidates to be called for documents verification cum admission will be notified on the Institute website on 18th June 2018. No individual intimation will be sent to candidates.

For queries about admission related procedures, status of application, please contact the Admission Office, BIT Mesra. For queries about any Campus, please contact Director of the respective Campus. [Please see directory on the Institute website for contact details of Mesra and its Off Campuses].

Sec 2. Eligibility Criteria

Sl.No.	Programme	Campus	Eligibility criteria
1	BBA	Jaipur, Lalpur, Noida and Patna	(a) Candidates must have minimum 50% (45% for SC/ST/PwD) marks in Class X*. (b) Candidates must have passed Class XII* / Equivalent Qualifying Examination with minimum 50% (45% for SC/ST/PwD) marks with English as a subject in the qualifying examination.
2	BCA	Jaipur, Lalpur, Noida and Patna	(a) Candidates must have minimum 50% (45% for SC/ST/PwD) marks in Class X*. (b) Candidates must have passed Class XII* / Equivalent Qualifying Examination with minimum 50% (45% for SC/ST/PwD) marks with English and Mathematics / Computer Science / Information Practice as subjects in the qualifying examination.

* [The percentage of marks in Class X and Class XII / equivalent qualifying examination shall be considered based on the Board's calculation of percentage for the award of Division / Degree / Certificate].

Notes:

- Only those candidates whose date of birth falls on or after 1 October 1993 in case of General category and 1 October 1988 in case of SC/ST/PwD are eligible for admission. Date of Birth as recorded in the Secondary Education Board Class X (High School) certificate only will be considered as authentic.
- Candidates with foreign diplomas should see the EdCIL website for equivalence (<http://www.edcil.co.in>), and if required should obtain an equivalence certificate from the evaluation division of the AIU (website <http://www.aiuweb.org>).
- In case any Board awards grades instead of marks, the calculation of equivalent marks would be based on the procedure prescribed by the Board.
- At the time of document verification, candidates will be required to produce originals of Pass Certificate of Class X, Marksheets of Class X and Class XII showing requisite minimum marks, as well as Caste or Special Category certificates in proper format signed by appropriate authority (please see instructions).
- At any level of the studies [Class X or Class XII], a candidate / applicant must have passed all the required subjects at that level from the same Board.

Sec 3: List of documents to carry at the time of reporting for documents verification cum admission

[This page may be printed for your own convenience and easy reference]

1. A print-out of the duly completed online form (original copy)
2. One recent colour photograph [same as uploaded on the form]
3. **Payment receipt towards application fee of Rs.1,500/- (General) and Rs.1,000/- (SC/ST) candidates (non-refundable)**
4. **Original of the following documents / certificates:** Candidates must carry the originals of the following documents at the time of reporting for Admission cum Document Verification as well as one set of photocopies:
 - a) Pass certificate of Class X (for age proof)
 - b) Marksheet of Class X
 - c) Marksheet of Class XII / Intermediate or equivalent
 - d) Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO.**
 - e) Candidates belonging to other special categories mentioned in Sec 5 (Persons with Disability [PwD] / Ward of BIT Employee / Kashmiri Migrant) must provide photocopy of certificate in proper format from appropriate authority.
 - f) Photo identification: (Driving license, Passport, PAN Card, Voter ID, Aadhaar Card, School / College ID, are acceptable)

Without original of above documents / certificates, no candidates will be permitted to appear for the admission cum documents verification.

If provisionally admitted, all the above documents in original (except the original Photo ID) together with photocopies will be retained by the Institute for some time.

Sec 4: Selection Procedure

- **The provisional selection will be made on merit based on marks obtained by the candidates in Class XII / Intermediate / equivalent qualifying examination.** However, candidates must meet the age criteria and other minimum academic requirements (see Eligibility Criteria).
- The shortlisted candidates will be called for documents verification cum admission based on their merit and data submitted by the candidates on their application forms for 1st round. The same will be intimated on the Institute website only as web notifications. **No separate intimation will be sent to candidates.**
- The waitlisted candidates or candidates not called in 1st round may be called for documents verification cum admission process against the vacant seats, (if any), in successive rounds, as required. The same will also be intimated on the Institute website only as web notifications. **No separate intimation will be sent to candidates.**

Note: Admission will be offered subject to verification of original documents at the time of admission.

Cancellation of Admission Offer:

- The admission of a candidate will be automatically cancelled
 - (a) if any information provided in the application form is found incorrect or missing.
 - (b) those who fail to submit the marksheet of Class XII or equivalent qualifying examination in time as stipulated.

Note: Eligible SC/ST, OBC, PwD students admitted to above programmes at any of the Campus should submit their scholarship form in the Scholarship Section of the Campus for the academic year by February for processing scholarship to SC/ST, OBC, PwD students each year, as per UGC guidelines.

Sec 5. Total number of Seats, Reservations and Distribution of seats

The number of seats to be offered in 2018 for the following programmes at Off Campuses as given below:

Campus		No. of seats to be offered			
		BBA		BCA	
		Home State	All India	Home State	All India
Jaipur		30	30	30	30
Lalpur (Ranchi)	Boys	50	50	50	50
	Girls	50	50	50	50
Noida		40	40	30	30
Patna		40	40	30	30

Reservations:

- For all programmes at the Institute which are supported by any of the respective State Governments, the reservation criteria for the state quota are as per the norms of the respective State Government.
- For all other programmes the reservation criteria for SC & ST are as per the statutory norms of Central Govt. (SC -15% & ST - 7.5%)
- The Institute observes statutory reservation for Persons with Disability (5%).
- Upto 6% of the seats at its all Off Campuses are reserved for candidates who are sons and daughters of serving employees of BIT, who otherwise have qualified for admissions.
- Upto 1 seat at its all Off Campuses is reserved for candidates who are Sons or Daughters of Kashmiri Migrant who otherwise have qualified for admissions.
- At all Off Campuses 50% of the total seats are reserved for candidates who have passed / are appearing for their qualifying examination (Class XII) from the state in which Campus is located. (The "State of Eligibility" of a candidate for the purpose will be determined on the basis of location of his/her School / College where (s)/he has passed/is appearing for the qualifying examination / Class XII).

[In case sufficient numbers of suitable candidates from any group are not available, the Institute reserves the right to fill the seats from the other group].

However, the final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute.

Notes:

- The Institute reserves the right to lower the intake in a programme without showing any reason.
- The Institute also reserves the right not to offer a particular programme in case the number of students found to be eligible / admitted is less than sufficient in number.

Examples for selecting state of eligibility from drop down box while filling online application form:

	State of Eligibility
Class XII / Qualifying examination from Jharkhand	Jharkhand
Class XII / Qualifying examination from Rajasthan	Rajasthan
Class XII / Qualifying examination from West Bengal	West Bengal
Class XII / Qualifying examination from Uttar Pradesh	Uttar Pradesh
Class XII / Qualifying examination from Delhi	Delhi
Class XII / Qualifying examination from Andhra Pradesh	Andhra Pradesh

Sec 6. Fee Structure

Fees payable [in INR] for the full-time BBA and BCA programmes at various Off Campuses for the 2018 Batch

Fee payable at the time of admission and in each subsequent semester

Particulars	1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th Sem
Tuition Fee	52000	52000	57000	57000	62500	62500
Development Fee	3500	3500	4000	4000	4500	4500
Institute Exam Fee	5000	5000	5500	5500	6000	6000
Total	60500	60500	66500	66500	73000	73000

Additional amount to be paid at the time of admission: (i) Admission Fee (One time only) =Rs. 10,000.00 and (ii) Caution Money (One time only-Refundable)=Rs. 5,000.00	Total Rs.15,000.00
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Notes:

- All fees must be paid by crossed Demand Draft in favour of “Birla Institute of Technology”
Payable at Jaipur (for admission at BIT Jaipur Campus),
Payable at Ranchi (for admission at BIT Lalpur Campus),
Payable at Noida (for admission at BIT Noida Campus) and
Payable at Patna (for admission at BIT Patna Campus)
- Students will be expected to provide themselves with stationery and textbooks, etc, as prescribed for different subjects.
- The Institute reserves the right to revise the fees and other charges at any stage.
- For rules regarding refund of fees on withdrawal, please see separate Notice on Notice Boards.

NB: Students may also pay the admission fee online through State Bank Collect. For details, please visit Institute website www.bitmesra.ac.in.

Sec 7 (a). The Bachelor of Business Administration (BBA) programme

The Department of Management was established at the Institute in 1979. Presently, the Department offers different academic programmes in the field of management and its allied areas, which include Bachelor of Business Administration (BBA), Master of Business Administration (MBA), and PhD in Business Management. The state-of-art infrastructure of the department at main campus and its various Centers of the institute include fully equipped classrooms, seminar rooms and library facilities with required online databases. The faculty members are well qualified and highly committed with a blend of experience in industry. Senior professors from premier institutions and executives from industry are invited as visiting faculty to deliver guest lectures.

Need and Aim of the BBA Programme:

The mission of the BBA program is to equip the students with theoretical concepts, good communication skills and adequate business knowledge. The program also imparts requisite creative and ethical competency through intensive training for developing overall personality, thereby inculcating self confidence and team spirit of the student. The training pedagogy comprises of Case Analysis Presentations, Group Discussions, Problem Solving Techniques appraising the real life business problems with analytical ability and thus the students will be prepared to meet the expectations of the industry under fast changing virtual business environment. The graduates turn out to be well versed to opt for higher education or entry level managerial assignments. The former students of the BBA program of our institute are well placed in leading organizations in India and abroad, thereby adding laurels to their alma mater.

Academic System:

The 3 years full time program adopts a Semester system comprising of two semesters (Monsoon and Spring) in an academic year. The Monsoon semester is held during July to December while the Winter Semester is from January to May with sixteen weeks of class in each semester. The course structure includes Core Management subjects along with Functional electives in the areas of Finance, Marketing, Human Resources and Systems Management. The programme follows a combination of Progressive and End Semester Evaluation of student performance.

NB: Choice Based Credit System (CBCS) will be introduced from the Academic Session 2018-19.

Sec 7 (b). The Bachelor of Computer Application (BCA) programme

The department of Computer Science & Engineering (CSE) at Birla Institute of Technology, Mesra was established with the commitment to motivate and nurture young minds for production of excellent manpower to meet the ever-changing needs of industry. Over the years, the department has succeeded in creating its place of excellence among its counterparts in the country and abroad. The department is committed to provide budding technocrats with expert guidance and latest laboratory facilities for their technical upliftment and developments of professional traits. At present the department is offering two (2) undergraduate programmes in B.E.(CSE) and B.E. (Information Technology) and six (6) postgraduate programmes, viz., M.Tech. (CSE), M.Tech.(Information Security), M.Tech.(Information Technology), M.Tech. (Software Engineering), MCA and Ph.D. in different fields of Computer Science. These courses have been designed keeping in view the requirement of our primary stake holders i.e. the students and their future prospects.

In view of the growing demand of IT professionals in the area of computer application, a course like BCA is the need of the hour, where students can apply the principles of computer science to solve problems arising interfacing business and technology. In this direction the department is successfully producing BCA students since 1998 for girls at its extension center in Lalpur. This has received a tremendous response and in 1990 two extra shifts were added to run the course for boys as well. Currently the BCA programme is being offered by the institute at its Off Campuses Jaipur, Lalpur, Noida, Patna, where students are exposed to various areas of computer applications including the latest developments in the industry and has been addressing the changing needs of IT industry by periodically updating the syllabus and including newer technology.

The primary objective of the course is to initiate young minds into the world of computer applications and provide them with a solid grounding in the domain of software. The course structure envelops all aspects required by a successful IT professional and on completion of the course, students will be absolutely ready to face the challenges of a dynamic and challenging industry.

After successful completion of this 3-years BCA course, students get placed in good organizations however, a large number of students also opt for higher education after completing the course.

NB: Choice Based Credit System (CBCS) will be introduced from the Academic Session 2018-19.

Sec 8. Profiles of the Off Campuses offering BBA and BCA programmes

BIT Jaipur Off Campus:

BIT Jaipur Campus was established in 1995. The focus of the institute is to provide quality education in Engineering, Applied Sciences and Management with technology and professional exposure through innovative programmes & practices. Driven by the mission that the technology and innovative management practices will be the gateway to the future growth, it is today one of the leading institutes of Rajasthan in the field of Engineering, Applied Sciences and Management.

The campus is well located in the southern-east part of the city which is an upcoming hub of important installations and development activities in residential, institutional and business areas. The campus is within 5-7 km reach from the airport, railway station and bus stand

Development Vision:

Development is a never ending process, undoubtedly, knowledge spread, innovative concepts, innovative practices and technology breakthroughs are at core of this process. In the professional education domain, it is a two dimensional need for upgrading knowledge and infrastructure - one to understand the fast happening conceptual and technology breakthroughs and second to facilitate new such breakthroughs to take place with more knowledge inputs and basic research. In the present competitive environment, it is now a willing compulsion for a capable and growth oriented organization to be a part of contemporary development process.

With excellent performance, progressive mind set and good will earned, the BIT Jaipur Campus has a long term vision to consolidate the strength and excel in engineering, applied science and management education and research in emerging areas. The BIT Jaipur Campus has good potential to be one of the leading technical institutes in western part of the country as the BIT main campus is in the eastern part.

Programmes being currently offered:

Programmes offered	Course Duration	Sanctioned intake
B.E. (CSE, ECE, EEE)	4 years (8 Semesters)	180
BBA	3 years (6 Semesters)	60
BCA	3 years (6 Semesters)	60
B.Sc. (Animation & Multimedia)	3 years (6 Semesters)	40
MCA	3 years (6 Semesters)	45
M.Sc. Animation Design	2 years (4 Semesters)	10

Doctoral:

Ph.D Programme in Computer Science Engineering, Electronics & Communication Engineering, Management, Animation and Basic Sciences (Physics, Chemistry & Mathematics)

Main Facilities and Equipment:

Building & Campus: The institute is built up in about 10 Acre land (40000 Sq M) . The built up area is about 6700 Sq M consisting of 14 Class Rooms, 15 Lab Halls, Mechanical Workshop, Seminar Hall (150 Seating Capacity), Common Computer/Internet Access Centre (30 Computers) , Library Hall, Canteen Hall, Indoor Sports & Gymnasium Hall , Student Common Hall and Administrative block. The institute has high speed Wi-Fi facility in whole campus for internet connectivity.

Lab & Equipment :

The institute has quality lab and software infrastructure . All required advanced lab equipment and software are available in the institute to conduct offered courses along with equipment required for Mechanical Workshop. The Institute has three Dell Power Edge servers and 400 computers for lab, internet and administrative requirement.

Library :

The institute library has good collection of text and reference books required for various courses . The reading room facility has been provided separately in air conditioned hall for journals, magazines, newspaper , etc. The digital library is also provided in the same hall with high end computers. Following resources are available in digital library :

Online e-Journals & e-books :

Engineering	:	IEEE, Science Direct & ASTM digital Library
Management	:	PROQUEST
Other Training Tools	:	Digital English Language lab

Faculty :

All the faculty members are well qualified and have a good research back ground. Faculty members have been selected as per UGC/AICTE norms and based on high merit standards of BIT, Mesra. All Selections are made after interview at Main Campus BIT , Mesra and the faculty are paced on regular basis in UGC grade as per 7 th pay commission recommendations.

Student Activities (Technical, Sports & Other Extra Curricular Activities)

The institute has good facilities for various student activities that include sports , technical and cultural events. Three major events are organised every year for development of these aspects . These are Vibrations (Cultural Event), TechVibes (Technical Events) and Cavorts (Sports Event). In addition to these, for technology exposure and professional grooming the institute has following student forums ; IETE student Chapter, CSI Student Chapter, Technical Clubs, Entrepreneur Cell and Industrial Interaction Cell . For physical fitness of the students, the institution has a well equipped Gymnasium.

Campus Placement Cell

The campus has a placement cell to guide students about their career plan, to train them and to facilitate their placement in reputed organizations. The Cell also coordinate for the students who opt for higher studies in premier institutions in India and abroad (M.Tech, MS, Doctoral Courses) Excellent relationship with prospective employers and an intelligent mechanism of analysis of student's interest, strength, weakness , training needs , etc. are the highlighting features of the placement cell. The focus of the placement cell is to train and prepare students in such a way that they are gladly accepted by the best organizations, corporate & industry in India and abroad.

Keeping in view the long term career prospects with scope of learning opportunities, we give high importance to the standing of the employer and offered job profile, undoubtedly a good financial remuneration naturally follows these two basic aspects. Based on high reputation of BIT in academic standards and in grooming students in descent environment , our students are categorized in a special bracket and thus good job profiles with attractive financial package are generally offered to them.

The cell operates in close guidance of the centralized placement division of our main campus at Mesra, Ranchi. Through the coordinated efforts, BIT students are placed in leading corporates and PSUs. The BIT Jaipur Campus has an excellent record of quality placement along with selection of students in premier institutions in the country and abroad for higher studies . Along with the year wise campus placement details , the details of bright career of students has been given on the BIT Jaipur Campus web link with a scrolling title “ **Impressive Career Progression of bright BIT Jaipur Campus Students**” .

Alumni Cell

BIT has strong Alumni strength and all students have access to Alumni Knowledge and Placement resources through out the world . **BITOSA** is a useful global forum under this cell.

Canteen

BIT Jaipur campus Canteen operated on outsourced contract basis and offers hygienic food services meeting the student satisfaction at very competent price. It is Supervised by the committee of BIT students and staff members . The Canteen hall is air cooled and has pleasant inner and outside ambience.

About the Department of Management

The Department of Management at the Jaipur campus closely follows the fast development in management practices globally , the programmes offered are thus designed keeping in view the new knowledge trends and business practices. It is also focused on imparting management education in a competent and professional way so that students could comfortably adapt to needs of an organization to sustain and grow in a highly competitive environment.

Highlighting Features of the BBA Programme

The mission of the BBA program is to equip the students with theoretical concepts, good communication skills and adequate business knowledge. The program also imparts requisite creative and ethical competency through intensive training for developing overall personality, thereby inculcating self confidence and team spirit in the student. The training pedagogy comprises of Case Analysis.

In the three years full time BBA programme , the department offers specializations in the field of:

- Marketing
- Finance
- Information Technology (IT) and
- Human Resource Management

Presentations, Group Discussions, Problem Solving Techniques appraising the real life business problems with analytical ability and thus the students will be prepared to meet the expectations of the industry under fast changing virtual business environment. The graduates turn out to be well versed to opt for higher education or entry level managerial assignments.

Student Development Activities

The academic excellence which is a unique feature of BIT, Mesra, focuses on the Case Method of teaching which the primary tool for learning at BIT. Besides, simulation exercises, seminars, lectures, workshops and industrial visits facilitate effective learning amongst the students.

The students undergo a summer internship for a period of two months after completing the second year of the BBA course. This provides an excellent opportunity to the students to gain first hand industry experience and to test and validate the theoretical information gained in classroom teaching. In turn, the companies gain greater insights into the work done at BIT.

The students are over enthusiastic and excited to participate in the extra -curricular activities held in campus or outside the campus in other institutions. Students indulge themselves in various technical clubs based on different interests and they organize various events both technical and intellectual.

The technical clubs operating in the department are:

1. TogetHR
2. FinPro
3. Markethon
4. E-Cell

Besides the technical clubs the Annual Sports Event -Cavorts, Annual Technology Festival- TechVibes, Annual Cultural Festival -Vibrations add zeal and vigour to the life of students at BIT Jaipur Campus.

Focus on competence in Communication Skills, IT Software Tools & E-Learning

Communication Skills and proficiency in IT Software tools are two key components of the management profession now days . The institute provides ample training to the students through following resources;

1. Digital English Language lab
2. Online learning resources like e-books, e-journals, etc
3. Systat Data Analysis and Telly Software tools
4. Skill development in Excell
5. Training from experts through invited lectures and workshops , main among them is from reputed TIME Institute

Research Strength of the Department

BIT is a research based organization which focuses not only in quality academic programmes but also on quality research which ultimately upgrade academic contents as well. BIT Jaipur Campus has all the necessary infrastructure facilities to conduct the quality research. The faculty members of the department have developed a new area of research that is socio-economic analysis. With the consistent efforts two such projects have been conceptualized and received the financial support from the relevant Ministries of Government of India. The output of the research studies have been highly appreciated by the policy makers.

Some Salient Features of the pursuing BBA Programme at BIT

- ❖ A Novel cause of pioneering excellence in engineering & management education in the country is behind the origin of the Institute, different from mushrooming short-sighted causes now days in the country.
- ❖ International repute and recognition of the institute and its courses with accumulated experiences of more than 55 years in multiple disciplines covering complete academic hierarchy (UG, PG, Doctoral programme)
- ❖ A pool of expert faculty selected and paid as per UGC norms and based on merit. Conducive & supportive environment for their professional development through research & international institutional interaction.
- ❖ A large & high profile alumni base supports institution repute and career of new students.
- ❖ Complete and sustainable infrastructure.
- ❖ A supportive corporate base of the Birla group industries.
- ❖ Regular course update by experts to consider new managerial & technological advancements.
- ❖ Merit base selection criteria for students, no management or paid seats.
- ❖ Competent Campus Placement Cell with in-house facility for Skill & Personality development, a consistent record of excellent placements and quality work profile offered to students for about five decades in reputed companies along with selection of students in highly reputed institutions in India & abroad for higher education & research.

About the Computer Science Department

The Department of Computer Science at the Jaipur Campus closely follows fast development in IT Sector, Commuting innovation and hardware design globally , the programmes offered are thus designed keeping in view the new knowledge trends and practices. It is also focused on imparting education related to Computer Science and its Applications in a competent and professional way so that students could comfortably adapt to needs of an organization to sustain and grow in a highly competitive environment. The department offers B.E. in Computer Science & Engineering, MCA & BCA

Courses.

Highlighting Features of the BCA Programme

In view of the growing demand of IT professionals in the area of computer application, a course like BCA is the need of the hour, where students can apply the principles of computer science to solve problems arising interfacing business and technology. The primary objective of the course is to initiate young minds into the world of computer applications and provide them with a solid grounding in the domain of software and basic computer architecture design . The course structure envelops all aspects required by a successfully IT professional . After successful completion of this 3-years Full Time BCA course, student get placed in good IT and other related companies and organizations . Large number of students also opt for higher education (MCA/MS (Comp Sc.)/ MBA) after completing the course. BIT also offers MCA programme which has high national and international standing.

The department has eight high-tech computer laboratories having over 400 machines of IBM, Compaq, Dell and HP connected to latest state of the art servers and core i7/i5 desktops. With the objective of giving the students adequate practical exposure, the department has latest versions of all required software. The software available for Computer Science courses are ESET, MS-Office, Windows Server 2012, Rational Rose, Oracle, Auto Cad, MATLAB, C,C++,Java, Python, PHP.

Student Development Activities

The academic excellence is a unique feature of BIT, Mesra,. Besides, simulation exercises, seminars, lectures, workshops and industrial visits facilitate effective learning amongst the students. The students are over enthusiastic and excited to participate in the extra -curricular activities held in campus or outside the campus in other institutions. Students indulge themselves in various technical clubs based on different interests and they organize various events both technical and intellectual.

The technical clubs operating in the department are:

1. Intelligent Systems
2. Data mining and warehouse
3. New vision of Computing (Cloud Computing, Nature Inspired Computing, Permissive Computing, Quanutum computing)
4. Mobile Computing

Besides the technical clubs, the department also has Student Chapter of CSI and the Annual Sports Event -Cavorts, Annual Technology Festival- TechVibes, Annual Cultural Festival -Vibrations add zeal and vigour to the life of students at BIT Jaipur Campus.

Focus on competence in Communication Skills , IT Software Tools & E-Learning

Communication Skills and proficiency in IT Software Tools and access to e-learning resources are key components of the Computer Science Application profession now days . The institute provides ample training to the students through following resources ;

1. Digital English Language lab
2. Online learning resources like e-books, e-journals, etc
3. Availability of required IT Software Tools in the labs
4. Training from experts through invited lectures and workshops , main among them is from reputed TIME Institute

Research Strength of the Department

BIT is a research based organization which focuses not only in quality academic programmes but also on quality research which ultimately upgrade academic contents as well. BIT Jaipur Campus has all the necessary infrastructure facilities to conduct the quality research. With the consistent efforts some research projects have been conceptualized and received the financial support from the relevant Ministries of Government of India.

Some Salient Features of the pursuing BCA Programme at BIT

- ❖ A Novel cause of pioneering excellence in engineering & management education in the country is behind the origin of the Institute, different from mushrooming short-sighted causes now days in the country.
- ❖ International repute and recognition of the institute and its courses with accumulated experiences of more than 55 years in multiple disciplines covering complete academic hierarchy (UG, PG, Doctoral programme)
- ❖ A pool of expert faculty selected and paid as per UGC norms and based on merit. Conducive & supportive environment for their professional development through research & international institutional interaction.
- ❖ A large & high profile alumni base supports institution repute and career of new students.
- ❖ Complete and sustainable infrastructure.
- ❖ A supportive corporate base of the Birla group industries.
- ❖ Regular course update by experts to consider new managerial & technological advancements.
- ❖ Merit base selection criteria for students, no management or paid seats.
- ❖ Competent Campus Placement Cell with in-house facility for Skill & Personality development, a consistent record of excellent placements and quality work profile offered to students for about five decades in reputed companies along with selection of students in highly reputed institutions in India & abroad for higher education & research.

BIT Lalpur Off Campus:

BIT Lalpur Off Campus as an academic institution, started way back in the year 1979 with courses in Engineering and subsequently Management. These courses were initially evening programs with the primary objective to benefit those who were working in various Ranchi based organisations. With the progress of time and increase in demand of professional & technical education, two departments were established, namely the Department of Management & Department of Computer Science to run full time courses.

Programmes being currently offered:

Programmes offered	Course Duration	Sanctioned intake
BBA	3 years (6 Semesters)	100 for Boys and 100 for Girls
BCA	3 years (6 Semesters)	100 for Boys and 100 for Girls
MBA	2 years (4 Semesters)	120
MCA	3 years (6 Semesters)	120

Presently, with over 1600 students on roll, the centre is well equipped with requisite infrastructure and support facilities like a well-stocked library & well-equipped computer lab to facilitate proper teaching and learning environment. Students actively engage themselves in various extra-curricular activities through various societies, giving them the opportunity for overall personality developments. Further, guest lectures, industrial visits and personality development programmes are conducted on a regular basis for the students to provide them the required skill and exposure needed to remain adaptable and ready for the dynamic, competitive and ever-changing corporate environment. The students of Lalpur Centre are placed in companies of national & international repute like ITC, HYUNDAI, HDFC BANK, AXIS BANK, VODAFONE, PANTALOONS, AIRTEL, BAJAJ ELECTRICALS, MAHINDRA FINANCE, ICICI SECURITIES, AMERICAN EXPRESS, MAHINDRA, AMAZON, SAPIENT, INFOSYS, COGNIZANT, WIPRO, THINK & LEARN AND MANY MORE.

BIT Noida Off Campus:

BIT Noida is one of the campuses of BIT, Mesra, Ranchi. *Birla Institute of Technology, Noida Campus is one of the leading Technical Institutions in the National Capital Region in the State of Uttar Pradesh. Established in the year 1998, BIT Noida campus has set bench marks every year, and grown into an Institution of Excellence in Technical Education.* The campus offers MCA, MBA (Full-Time), BBA, BCA and B.Sc. (Animation & Multimedia) course. The campus also registers scholars for Ph.D. programs in Management and Computer Science.

Located at the entrance of NOIDA, BIT Noida has a total student strength of over 700, who are mentored by more than 50 Faculty Members. Every year Life skills Workshop by Dhruva Club and Art Of Living Programme by Yes Plus, Orientation Programme by SUPRAYAS Centre of Excellence, Annual Sports Meet and Cultural Fest “BIT Extreme”, Fresher’s Day, Teacher’s Day, Republic Day, Vigilance Awareness week Programme by IOCL, GAIL India are conducted for holistic development of the students.

BIT Noida Campus believes in imparting quality-oriented Outcome Based Education that empowers the young generation with Knowledge, Skills, Research, Aptitude and Ethical values to solve **Contemporary Challenging Problems.**

Facilities Provided:-

- *In order to nurture effective learning among students, all class rooms are well equipped with AC and LCD Projectors, and one video conferencing room with latest state of the art technology.*
- *The Institute has a well-stocked library with more than 5000 volumes on various subjects along with latest editions of prescribed books, several periodicals, journals and high value books to give the students a winning edge.*
- *The centre is well equipped with e-books, e-journals (Emerald, ProQuest ABI Complete, Pro Quest Dissertations & Thesis, Science Direct), and research software like MATLAB and dedicated internet facility for the research scholars.*
- *BIT Noida Campus is Wi-Fi enabled.*
- *Video Conferencing classes are also organized from BIT Mesra campus and other institutions of repute.*
- *We believe in holistic personality development of students providing ample space for their recreational activities like - Canteen, Auditorium, facilities for indoor games, a centralised college computer centre and fully equipped labs.*
- *Major extension and upgradation of facilities is being undertaken at present which will transform Noida Campus with state of the art technology.*

Programmes being currently offered:

Programmes offered	Course Duration	Sanctioned intake
BBA	3 years (6 Semesters)	80
BCA	3 years (6 Semesters)	60
MBA	2 years (4 Semesters)	60
MCA	3 years (6 Semesters)	60

Bachelor of Business Administration (BBA)-

The Department of Management carry forward the legacy of BIT Mesra to focus on management education. The prime objective is to inculcate diversified managerial skills like problem-solving, creativity, communication, motivation, negotiation, the ability to make decisions and the capacity to learn from personal experience and eventually setting landmark in four major areas of academic excellence - world-class infrastructure, highly accomplished faculty, a motivated student body and distinction in research.

The department offers **Three years Bachelor of Business Administration (BBA)** course with focus on the right mix of management theories and industry interaction for developing world-class managers capable of solving complex managerial problems. In order to hearten intellectual curiosity and professionalism, contemporary teaching pedagogies like team-based projects, case-studies, field studies, formal and informal in-class presentations, live experiential exercises and projects are designed in consultation with the top notch corporate professionals.

Management Students Development Programme (MSDP) (comprised of Guest Lecture Series, Career preparation sessions and Industry University interface sessions), Personality Development Programmes, Industrial Visits in companies like Maruti Udyog, Yakult, Parle G, Coca Cola Ltd, Autometer Alliance etc is conducted regularly to hone managerial and professional skills of BBA students in order to boost their career prospects and employability.

Bachelor of Computer Administration (BCA)-

The Department of Computer Science & Engineering of BIT Noida is now recognized as one of the leading departments with infrastructure and facilities to match the very best in the country. The department remains committed towards its mission, which is twofold. One is to provide students with the fundamental knowledge and problem solving skills in Computer Science required for a fulfilling career. The other goal is to create and disseminate knowledge to improve Computer Science research, education and practice. The curriculum of BCA course is specifically designed to reflect the depth and breadth of latest technologies, research and innovations in computer science. Computer Science & Engineering Department of BIT Off Campus Noida having three computer labs with latest configuration Dell Systems and required software.

Uniqueness of BIT Noida BCA Programme -Successful placements are provided in companies like Wipro Technologies, SAP LAB India, TCS etc to those who are willing.

Placements:-

Placements are benchmark to the performance of any professional institute and it depicts the success and the growth of the institutions. Training & Placement Cell at BIT Noida acts as an interface between the institute and the corporate world and performs entire gamut of activities such as industry-academia interaction, guest lectures, corporate training, seminars, and workshops from time to time for strengthening corporate relations and ultimately help students getting placements.

Some of the companies visiting our campus for providing summer internships and final placements to Computer Science and Management students are Delloite, Sapient, Genpact, Headstrong, Wipro, Tech Mahindra, Daffodil, ICICI Bank, ICICI Securities, Axis Bank, Videocon, ICICI Prudential, Indihire Consultants, DCM Shriram, Simbhaoli Sugars, Beehive Systems, Ernst & Young, Edutopper, Digitoonz, Navyug Infotech, Extramarks, Ideafarms to name a few.

Achievements:-

1. Many of our students have pursued/pursuing higher education from USA, Canada, Australia and Europe.
2. Students of the Institute has participated and won **Silver Bearer Award** and **Merit Certificate** for the film Last chance in the 8th National Science Film festival of India during 24-25 Feb 2018 organized by DST, Govt. of India & Dept. of Communications & Journalism, Gauhati university, Guahati.

3. Students participated and won prizes in various academic and cultural competitions held in reputed Institutions like IIT Delhi, IIT Kharagpur, BITS Pilani, IIT Kanpur, IIM Kashipur including 1st prize in Gaming, 2nd Prize in Beg Borrow & Steel and G.K. Quiz Competitions in the fest held at IIT Roorkee Thompson'17
4. Participated & won 1st Prize in Business Quiz and Business Plan Competition held at Asian Business School, Noida, Participated and Won 1st Prize in Brandathon, Brand Quiz Competition held in Amity University.
5. Management Department student directed Movie titled "SWWAMPURNA" which got Nominated and screened in India International Film Festival, held in Chennai during 13-17 Oct 2017 organized by Ministry of Science & Technology, Ministry of Earth Sciences, Government of Tamil Nadu, Vijnana Bharti, National Institute of Ocean Sciences (NIOS), Chennai Council of Scientific and Industrial Research (CSIR).

BIT Patna Off Campus:

Birla Institute of Technology Patna Campus came into existence in the year 2006 along with the initiative of Government of Bihar with a vision to provide quality education in the students of Bihar who wishes to pursue their career in technical education. By far, BIT Patna is one of the best equipped, technically sound professional colleges in the state of Bihar. The campus is well networked. The infrastructure includes 3.25 lacs sq. feet of academic space. The institute offers BE, B. Arch, BBA, BCA, PG and Ph.D. Programme in different disciplines. BIT Patna is committed to provide state-of-the-art facilities to its students.

BIT Patna Campus seeks to attract the best students from diverse backgrounds and offer them an excellent educational experience. It offers more flexibility and choice to the students in the academic programmes, an inviting and stimulating ambience for education and research, a rich suite of extra- and co-curricular activities, personality development, life-skills and career planning as the part of holistic development.

BIT Patna Campus strives to achieve global standards and excellence in Teaching, Research and Consultancy by creating an environment in which the faculty and students share a passion for creating, sharing and applying knowledge to continuously improve the quality of education.

Programmes being currently offered:

Programmes offered	Course Duration	Sanctioned intake
B.E.	4 years (8 Semesters)	300
BBA	3 years (6 Semesters)	80
BCA	3 years (6 Semesters)	60
M.Tech. (CSE)	2 years (4 Semesters)	18
M.E. (Wireless Communication)	2 years (4 Semesters)	18

About the Department of Management:

BIT Patna Campus established department of Management in the academic year 2013 with commencement of post graduate and under graduate programme; MBA (Master of Business Administration), BBA (Bachelor of Business Administration) and BBE (Bachelor of Business Economics). As of now two batches of BBA have successfully acquired the degree from the Patna campus. The intake capacity in BBA programme is 120 students alienated into two sections. Bachelor of Business Administration (BBA) is a three years (semester system) full time credit based program designed to set the foundation for the impending talent to develop them in acquiring industry ready managerial capacity. To meet the objective the students are primed with a range of analytical, strategic, leadership & business skills. During the first two years of the program, the students are given an overview of business strategies and basics of each functional aspects of business management. In the final year, the students are allowed to elect specialisation along with simultaneous involvement into live projects in alliance with industry under the supervision of faculty as their project mentors.

In addition to above the students are required to prepare project feasibility reports in order to foster their entrepreneurial skills. The program offers ample choice of dual specialization in the areas such as: Marketing, Finance, HR, and International Business & Retail. The department of Management is equipped with adequate facilities such as well-furnished class room equipped with LCD projectors, dedicated computer lab, conference room with provision of state of the art amenities and reading room.

Apart from the above dedicated facilities the department is also utilizing the centralized facility of the Institute such as well stocked central library with extensive reading and research material, fully residential boys and girls hostels, Dispensary, Playground, Language lab and Gymnasium.

Teaching Pedagogy

- Case Based Teaching Pedagogy.
- Regular Guest lectures by renowned speakers from industry, academics, start-up entrepreneurs and distinguished/intellectual bureaucrats.
- Educational Excursions & Industrial visits for applied exposure.
- Personality Development Programs and Workshops by lead corporate trainers for honing soft skills and emotional intelligence.
- Industry Interface with reputed organization for up skilling according to changing needs of corporate sector.
- Regular placements support.

Achievements:

- Research activity is a continual process in the department. The department have received grant from UGC for one major project of an Amount of Rs.8.92 Lakhs, one minor project grant form ICSSR of Rs. 4.95 Lakhs, one minor project from DST of Rs. 2.0 Lakhs and one minor projects from NMOFP, Dept. of Industries, Govt. of Bihar of Rs. 4.0 Lakhs. All the projects have been successfully accomplished.
- The Department have organised workshop, seminars and symposium by inviting experts from industries, academicians and professionals on topics such as; Finance for Non Finance executives, Workshop on Soft skill GD+PI, FDP on RM and SPSS, Symposium on Bihar Vision 2020 Industry Academia Interface, Workshop on Importance of E-Business in Technological Perspective, HR-Conclave, Workshop on Lean Management for Enhancing Productivity, Workshop on Business Simulation “Sim-Venture”, National Students Conclave-2014, Workshop on Personality, Communication Enhancement Programme, Workshop on Soft Skills and Personality Development.
- The department wields efforts for campus Placement of willing BBA students. The names of few companies who have visited for placement drive of BBA programme since inception are Shoppers Stop, Janlaxmi finance, My Operator, Concentrix (IBM Daksh), Godrej & Boyce, INA Solutions, Indigo and Italian International. This year four students of BBA out-going batch got selected as Executive Marketing in Italian International, Patna office and one student got placed in Indigo Airlines.
- The department have done academic collaboration through Training and Placement department of BIT Patna Campus with leading brands such as IMS Learning, TIME education and Carrier Launcher for preparation of CAT examination at the Institute Campus exclusively for BBA students of BIT Patna campus with 50% fee waiver.
- Many students of BBA passed out/outgoing batch from BIT Patna campus have succeeded in getting admission in top management schools of India including IIM's.
- Mr. G.C. Gandhi founder of Pal Group of Hotels and Confectionaries delivered a guest lecture on the topic “Overview of Hospitality Management” for BBA students willing to flourish business in hospitality industry. Ms. Smita Chakraborty of ICICI securities conducted one day seminar on Stock Mind Season-4, 5 & 6. Three students of BBA programme were able to qualify for the final round.

Faculty - Details

S. No.	NAME	DESIGNATION	SPECIALISATION
1	Dr. Vijay Agrawal	Associate Professor & In-Charge	Finance
2	Dr. M. Iftekhar Ahmad	Assistant Professor	Marketing
3	Dr. A.K. Mahanty	Assistant Professor	Economics
4	Dr. Ashish Mohan Dubey	Assistant Professor	Human resource
5	Dr. Amit Raghuvanshi	Assistant Professor	Foreign Language
6	Dr. Sweta	Assistant Professor	Human resource
7.	Mr. R.A. Khan	Visiting Faculty	Quantitative Techniques
8.	Ms. Shanili Agrawal	Visiting Faculty	Business Communication

About the Department of CSE

Department of Computer Science & Engineering at BIT Patna has evolved as a frontrunner in technical excellence, with its students competing with the best in industry. This accounts for a number of ongoing projects by students and faculty members and continuous industry-academia interaction. It is equipped with latest computing facilities with over 200 computers and is under direct supervision of BIT Mesra.

Companies like IBM, Microsoft, Robotech Labs, Nettech India, Kyrion Technologies provides workshops in areas such as RAD, Linux and Network Administration, Game and Web designing, Animation and Ethical Hacking & Security etc.

BIT Patna Campus introduced the programme Bachelor of Computer Applications (BCA) in the academic year 2013. As of now two batches of BCA have successfully acquired the degree from the Patna campus. The intake capacity in BCA programme is 60 students. Bachelor of Computer Applications (BCA) is a three years (semester system) full time credit based program.

BCA course focuses on preparing students for roles pertaining to Computer Applications and IT industry and helps a student develop programming skills, networking skills and learn application packages, programming languages and modern techniques of Information technology and prepares student ready to establish their career in various fields like Software Development, Banks, ITES, Government departments, Education etc.

The Department of CSE is equipped with adequate facilities such as well-furnished class room equipped with LCD projectors, dedicated computer lab, conference room with provision of state of the art amenities. Apart from the above dedicated facilities the department is also utilizing the centralized facility of the Institute such as well-stocked central library with extensive reading and research material, Dispensary, Playground, Language lab and Gymnasium.

Facilities

- Centralized Computer Lab with 200 P4 Computers with DELL Server connected to Gigabit Ethernet LAN to support multi user software.
- Video Conferencing system/devices installed.
- Internet service in the whole Campus through LAN.
- Remote Internship programme with M/S TCS& MS Mindree Ltd.
- Institution of Brihaspati-2 software for advance e-learning.
- Students are using Software Packages like MS Visual Studio, ORACLE, Rational Rose & Application Software like Auto CAD 2009, Auto CAD Raster Design.

Teaching Pedagogy

- Demonstrating sound knowledge in key areas of computer science or industrial computing.
- Demonstrating a substantial understanding of concepts in key areas of computer science.
- Carrying out the required analysis and synthesis involved in computer systems, information systems and computer applications.
- Demonstrating professional competence in developing software and in its design and implementation
- Developing sound practical skills in order to address problems which arise from computer systems and applications.
- Demonstrating sound presentation and communication skills, which are required in the computer industry.
- Regular Guest lectures by renowned speakers.
- Personality Development Programs and Workshops by lead corporate trainers for honing soft skills and emotional intelligence.
- Regular placements support.

Faculty - Details

S. No.	NAME	DESIGNATION
1.	Dr. Kanhaiya Lal	Assistant Professor & In-charge
2.	Mr. Shridhar Kumar	Assistant Professor & Coordinator
3.	Mrs. Sheel Shalini	Assistant Professor
4.	Dr. Upendra Kumar	Assistant Professor
5.	Dr. Ayan Kumar Das	Assistant Professor
6.	Dr. Subhash Chandra Pandey	Assistant Professor
7.	Mr. Ajit Kumar Kesri	Assistant Professor
8.	Mr. Ratnesh Mishra	Assistant Professor
9.	Mr. Madhup Kumar	Associate Lecturer
10.	Mr. Adnan Mahmood	Associate Lecturer
11.	Ms. Smita Pallavi	Jr. Teaching Cum Research Fellow

Sec 8. Discipline, Rules & Regulations (including UGC Regulations on Ragging) and Medical Examination

Institute Rules & Regulations: For details of Institute rules and regulations, please see booklet provided at the time of admission.

Discipline

The Institute places a very high emphasis on discipline of students both inside and outside the campus. Students must abide by the Institute and agree to conform to the rules and regulations enforced from time to time. They must not do anything either inside or outside the Institute that will interfere with its orderly governance, discipline and image. Students must attend lectures, tutorials and practical classes regularly. A minimum attendance of 75% in lectures, tutorials and sessionals for each subject is essential for appearing in the Semester Examinations. Thus, students should attend all theory and laboratory classes from the first day of the academic year. In case of absence due to unavoidable circumstances, students are advised to take prior permission from the Dean / Head. In case of absence due to illness, students will have to produce a Medical report signed by attending Physician / Surgeon with an application from their parents or guardians. In such a case, parents/guardians should inform the authorities immediately. Students should strike a proper balance between extracurricular activities and academic requirements. A student's participation in extra-curricular activities should not be allowed to interfere in his/her academic schedule.

During teaching hours, the main lobby, the library, the corridors of the Institute and the area surrounding the Institute are to be observed as silence zones. Students must not cause any disturbance / obstacle in these zones. Students must not indulge in any kind of misconduct or indiscipline or anti-social activities within or outside the campus. Students must not form a group causing any hindrance to the academic and administrative activities of the Institute. Those found doing so will be punished and strict disciplinary action will be taken by the authorities. Students shall not damage the property of the Institute. Cost of such damage will be recovered from students, parents/guardians of the students.

Students must always carry their Identity Card and produce it on request. In case of loss or damage of Identity Card, the concerned authorities should be informed immediately.

Students are not permitted to enter and use the laboratory / workshop / sports ground if they do not wear appropriate dress. For example, they should enter the laboratory only with apron, cap or mask as instructed. Students should park their cycles in an orderly manner at the cycle stands. Students should follow the rules of the Canteen. Students are advised to read the Notice Boards regularly.

Students are strictly prohibited from possessing or consuming spirits, tobacco products and narcotic drugs either within or outside the campus, and if found violating this will be rusticated immediately, without warning.

Ragging in any form inside or outside the campus is strictly prohibited by law. Any students found ragging other students will be summarily expelled from the Institute and dealt with as per the directive of Hon. Supreme Court/Hon. High Court.

Each student must read the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” on the UGC website. Each student admitted to any of the Institute’s programmes must submit the two completed affidavits [one from candidate and one from parents] at the time of admission. [for details please see Sec-9 of this Information Brochure].

Medical

All selected students will be required to undergo medical examination by a Medical Officer of the Institute and their admission is subject to being found medically fit for the Programme. Therefore, candidates, for their own satisfaction, are advised to get themselves examined by a registered medical practitioner.

Applicability of Regulations for the time being in force, Disclaimer and Legal Jurisdiction:

In Force

Notwithstanding the nature of a programme spread over more than one academic year, the regulations in force at the time a student joins a programme shall hold good only for the examinations held during or at the end of the semester. Nothing in these regulations shall be deemed to debar the Institute from amending the regulations subsequently and the amended regulations, if any, shall apply to all students old or new, as specified therein.

Disclaimer

The statements made in this Information Brochure and all other information, contained herein are believed to be correct at the time of publication. However, the Institute reserves the right to make at any or without notice, changes in and additions to the regulations, conditions governing the conduct of students, requirements for degree, fees and any other information, or statements contained in this Information Brochure. No responsibility will be accepted by the Institute for hardship or expense encountered by its students or any other person for such changes, additions, omissions or errors, no matter how they are caused.

Legal Jurisdiction

All disputes will be subject to jurisdiction of the Civil Courts at Ranchi city only.

Sec 9. Anti-ragging Affidavit

How can fill Online affidavits and Why?

1. It is mandatory for every student and his/her parents to submit an anti-ragging affidavit at the time of admission. These are UGC's regulations.
2. It is the order of the Hon. Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location.

It is a simple procedure comprising 3 steps

Step 1: Log on to

www.ANTIRAGGING.in

or

www.AMANMOVEMENT.org

Click on the button called 'On line affidavits'

Step 2: Fill in the information as desired and submit the form.

Step 3: On successful completion, you will receive affidavits, both for Students and Parents, through E-mail.

Note:

- **If you do not have an E-mail address, please create one before you fill an affidavit forms.**
- If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers / email of their friends or relations or neighbors.
- If you do not have a mobile number, then please give the mobile number of your friend in the Institute.

After filling this form successfully, you will receive the Student's Anti Ragging Affidavit and the Parents Anti Ragging Affidavit in your Email. Please print both the Affidavits, sign them yourself, request your parents to read the details and request them to sign their affidavit and then submit both during admission.