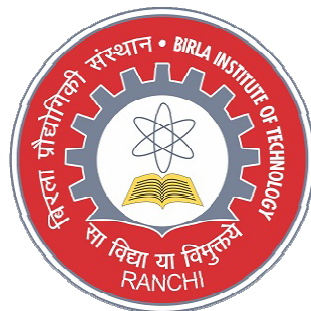


**Information Brochure
for
Admission to
The 3-Year (6-Semester) Full-Time
Bachelor of Business Administration (BBA)
and
Bachelor of Computer Application (BCA)
Programs 2020-2023**

at

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



BIRLA INSTITUTE OF TECHNOLOGY
(Deemed to be University u/s 3 of UGC Act 1956)
MESRA RANCHI – 835215
(Jharkhand)
www.bitmesra.ac.in

CONTACT DETAILS

Campus	Addresses and contact details
Mesra	Dean Admissions & Academic Coordination Birla Institute of Technology Mesra, Ranchi - 835215 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 4469, & 2275868 (Direct) e-mail: admissions@bitmesra.ac.in
Deoghar	Director, Birla Institute of Technology Campus P.O. Jasidih Dist. Deoghar - 814142 Jharkhand Dr. Pankaj Mishra 7463881140 Mr. Manoj Giri 7463881103 Phone: 06432-292565 Telefax: 06432-292565 e-mail: bitdeoghar@bitmesra.ac.in , infobitdeoghar@bitmesra.ac.in
Jaipur	Director, Birla Institute of Technology, Off Campus 27, Malviya Industrial Area, Jaipur - 302017 Phone: 0141 - 4019819 / 4019798 e-mail: bitjaipur@bitmesra.ac.in
Lalpur	Director, Birla Institute of Technology, Off Campus Lalpur Ranchi 834001 Phone: 0651-2531229 / 2531817 e-mail: bitlalpur@bitmesra.ac.in
Noida	Director, Birla Institute of Technology, Off Campus A-7, Sector-1 Noida 201301 Phone: 0120-2440408 / 4264080/ 4263080 / 2553661 /2553662 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, 9264450104 e-mail: bitpatna@bitmesra.ac.in

TABLE OF CONTENTS

Section	Contents	Page No.
1	Introduction and How to Apply	4
2	Eligibility Criteria for BBA and BCA programs	5
3	List of documents to carry at the time of reporting for documents verification cum admission	6
4	Selection Procedures	7
5	Total number of seats, Reservations and Distribution of seats	8
6	Fee Structure	9
7	a) The BBA Program b) The BCA Program	10-11
8	Discipline, Rules & Regulations and Medical Examination	12-13
9	Anti-ragging Affidavit	14

IMPORTANT DATES

Filling of online form commences from	20 th March 2020
Last date for submission of Online Application Form	10 th June 2020
Declaration of FIRST shortlisted candidates for Documents Verification cum Admission	15 th June 2020
Classes will commence from 3 rd week of July 2020 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) programs 2020 at BIT Deoghar, Jaipur, Lalpur, Noida and Patna Off Campuses, which will commence in July 2020.

How to Apply:

1. To fill online application form, click on the link “**CLICK HERE TO APPLY ONLINE**” to register for the program and create password for the application process. Do not share the password with anybody. [Please see instructions for filling online application form.](#)
2. Eligible candidates must complete and submit the application form online only [link available on the Institute website www.bitmesra.ac.in]. Pay application fee of Rs.1,500/- (General / OBC candidates) and Rs.1,000/- (SC/ST candidates) through ICICI payment Gateway (candidates may use net banking / debit card / credit card of any nationalized bank) till the last date of application process. **Fee once remitted shall not be refunded.**
3. The candidates may use the Online Application Form to apply for the BBA or BCA program 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.**
4. Use separate application form, in case applying for both BBA and BCA programs and pay additional application fee.
5. **Candidates should proceed to fill the Online Application Form only after they satisfy themselves that they fulfill all the eligibility criteria.**

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 program 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 15th June 2020. 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	Deoghar, Jaipur, Lalpur, Noida and Patna	Candidates must have passed Class 12* / Equivalent Qualifying Examination with minimum 50% (45% for SC/ST/PwD) marks with English as a subject in the qualifying examination.
2	BCA	Deoghar, Jaipur, Lalpur, Noida and Patna	Candidates must have passed Class 12* / Equivalent Qualifying Examination with minimum 50% (45% for SC/ST/PwD) marks with English and Mathematics / Computer Science / Information Practice / Info. Tech & Program as subjects in the qualifying examination.

*** [The percentage of marks in Class 12 / 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 1995 in case of General category and 1 October 1990 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 10, Marksheets of Class 10 and Class 12 showing requisite minimum marks, as well as Caste or Special Category certificates in proper format signed by appropriate authority (please see instructions).
- **Candidate must have passed all the required subjects at Class 12 level from the same Board.**

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

1. A print-out of the duly completed online form (original copy)
2. One recent colour photograph [same as uploaded on the form]
3. **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 10
 - c) Marksheet of Class 12 / 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 (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 12 / 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 programs 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 2020 for the following programs at Off Campuses as given below:

Campus		No. of seats to be offered			
		BBA		BCA	
		Home State	All India	Home State	All India
Deoghar		20	20	20	20
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 programs 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 programs 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 program without showing any reason.
- The Institute also reserves the right not to offer a particular program 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 programs
at various Off Campuses for the 2020 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	57000	57000	62500	62500	68500	68500
Development Fee	4000	4000	4500	4500	5000	5000
Institute Exam Fee	5500	5500	6000	6000	6500	6500
Total	66500	66500	73000	73000	80000	80000

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
---	---------------------------

Notes:

- All fees must be paid by **crossed Demand Draft in favour of “Birla Institute of Technology” payable at Ranchi (for admission at Lalpur), payable at Deoghar (for admission at Deoghar Campus), payable at Jaipur (for admission at Jaipur Campus), payable at Noida (for admission at Noida Campus) and payable at Patna (for admission at 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.

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

The Department of Management was established at the Institute in 1979. Presently, the Department offers different academic programs 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 Program:

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 program follows a combination of Progressive and End Semester Evaluation of student performance.

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

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 programs in B.Tech.(CSE) and B.Tech. (Information Technology) and five (5) postgraduate programs, viz., M.Tech. (CSE), M.Tech.(Information Security), M.Tech.(Information Technology), 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 in 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 received a tremendous response and in 1990 two extra shifts were added to run the course for boys as well. Currently the BCA program is being offered by the institute at its Off Campuses Deoghar, 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 strong base 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.

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 programs 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 Program. 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 program spread over more than one academic year, the regulations in force at the time a student joins a program 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.