



BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of UGC Act 1956)

Mesra, Ranchi- 835215

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

Ref/Adm/BBA & BCA Results/2021-22/4

Date: 15.09.2021

Admission against Special Round for

1. BBA Program 2021- at Jaipur & Noida Campuses
2. BCA Program 2021- at Jaipur, Lalpur and Noida Campuses

Guidelines for the applicants who have got seat allotment at any of the above Campuses

Applicants may please note the following:

1. All applicants are advised to check their seat allotment / result online by clicking on the admission application link given on the website.
2. Please enter your application number and password created during filling the online application form.
3. Click on the "Notification(s)" tab and see your seat allotment status.
4. Applicants who have been allotted seats will have to pay the admission fee through Online Payment Gateway (URL given below) by 20th September 2021, failing which your admission offer will be liable to be cancelled.

URL: erp.bitmesra.ac.in

Login and password will be shared in your registered email id and mobile number.

FEES PAYABLE: Applicants will be required to pay admission fee (1st semester) i.e. **Rs.86,000/-** using Online Payment Gateway in our ERP through debit / credit card and net banking of any nationalized bank by the due date.

No hostel accommodations are available at any of the Off Campuses.

ENROLLMENT NUMBERS: Institute enrollment numbers will be issued after receiving the admission fee and will be intimated through their registered mobile number/email id.

REGISTRATION FOR THE 1ST SEMESTER: Separate notice for registration process (1st Semester) will be issued on the Institute website. Same ERP portal can be used for the registration. Instead of application number, the allotted Institute Roll Number will be the user id.

ONLINE CLASSES: In view of the prevailing situation due to pandemic, mode of conduct of classes and other academic activities will be online till the normalcy returns and as per directives from the Govt. **Exact date of commencement of classes will be notified on the Institute website.**

VERIFICATION OF DOCUMENTS: Physical verification of documents will be conducted at a later stage after physical classes resume and students report on campus. In case if any information/document provided by the applicant online is found to be incorrect / inaccurate / false, the admission of such applicants is liable to be cancelled and all fees paid by the applicant shall be forfeited. Decision of the Vice Chancellor, BIT Mesra will be final in such matters.

Applicants will be required to furnish the following documents/certificates in original as well as one set of photocopies during verification of documents at a later stage.

1. Pass Certificate and Marksheet of Class 10
2. Marksheet of Class 12 / Intermediate or equivalent
3. School Leave Certificate (SLC)
4. Migration Certificate
5. Caste certificate (if applicable), in proper format, signed by appropriate authority of rank not less than SDO.
6. Special category certificate (if applicable), in proper format, from appropriate authority.
7. One recent passport size photograph, identical to uploaded on the Application Form.

Note:

- a) Applicants will be required to submit School Leaving Certificate, Migration Certificate and Caste certificate in original. Rest documents / certificates may be withdrawn immediately after verification and by submitting "Undertaking Form" available in the Admission Office.
- b) For fee refund rule, please see separate notice on Notice Board of the Institute.
- c) It is desirable that students offered admission to any of the campuses of the Institute should have the minimum requirements to engage themselves in online activities of the Institute. (i.e. Laptop / Personal Computer and basic internet connectivity).

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Dean (AAC)