

# ADMISSION INFORMATION BROCHURE

for

4-Year (8-Semester)

Full-Time

Bachelor of Hotel Management & Catering Technology  
Programme 2018-2022

at

Birla Institute of Technology, Mesra



**BIRLA INSTITUTE OF TECHNOLOGY**

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

**Mesra, Ranchi - 835215**

Jharkhand, India

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

| <b>Section</b> | <b>Content</b>   | <b>Page No.</b> |
|----------------|--|-----------------|
| 1.             | Introduction and How to apply  | 3               |
| 2.             | Eligibility Criteria & Selection Procedure   | 4               |
| 3.             | Documents to carry at the time of reporting for Entrance Test, Interview and Admission | 5               |
| 4.             | Availability of Seats & Reservations   | 6               |
| 5.             | Fee Structure  | 7               |
| 6.             | BHMCT Programme, Co-curricular Activities, Training & Placement & Course Structure     | 8-11            |
| 7.             | Syllabus for the Entrance Test   | 12              |
| 8.             | Discipline, Rules & Regulations, Hostel, Medical Examination                           | 13-14           |
| 9.             | Anti-ragging Affidavits  | 15              |

## IMPORTANT DATES

|  |  |
|--|--|
| <b>Filling of online form commences from</b>   | <b>28 February 2018</b>  |
| <b>Last date to Apply online</b>   | <b>15 June 2018</b>  |
| <b>DATE FOR ENTRANCE TEST</b>  | <b>8 July 2018<br/>From: 10:00 am to 12:00 Noon<br/>(Sunday)</b> |
| <b>Interview</b>   | <b>8 July 2018<br/>From: 2:00 pm onwards<br/>(Sunday)</b>        |
| <b>Declaration of 1<sup>st</sup> Provisional Selection List</b>  | <b>9 July 2018</b>   |
| <b>Classes will commence from the 3<sup>rd</sup> week of July 2018<br/>(Exact date will be announced at later stage)</b> |  |

### Important Note:

- All dates mentioned above are tentative, and liable to be changed. Hence, please check Institute website periodically.
- Please fill and submit the application form 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 Entrance Test and Interview.

## 1. Admission to BHMCT programme 2018 - an Introduction and How to Apply

Bachelor of Hotel Management & catering Technology (BHMCT) programme at the Birla Institute of Technology, Mesra, Ranchi is of 4 years, duration.

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

1. To start online application, click on the link, create 'username' and 'password' by clicking on "New users register here" when prompted. Do not share the username and password with any body else.
2. To apply for the programme, eligible candidates must complete and submit the application form online only [link available on the Institute website [www.bitmesra.ac.in](http://www.bitmesra.ac.in)]. Pay application fee of Rs.1,500/- (General / OBC candidates) and Rs.1,000/- (SC/ST candidates) through **State Bank Collect** -net banking or debit/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.
3. Candidates should proceed to fill the Online Application Form only after they satisfy themselves that they fulfill all the eligibility criteria.

### 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.**

### Registration Numbers:

- Registration numbers [different from Form / Application numbers] will be allotted to all eligible candidates to be called for Entrance Test and Interview.
- Candidates must make a note of their registration numbers carefully, as the same will be required at the time of Entrance Test, Interview and Admission. **No individual intimation will be sent to candidates.**

### Document verification cum Admission:

**The list of candidates to be called for Entrance Test, Interview and admission will be notified on the Institute website as per schedule mentioned above. No individual intimation will be sent to candidates.**

## 2. Eligibility Criteria & Selection Procedure

Candidates must have passed Class 12 / Intermediate or equivalent qualifying examination with 50% (45% for SC/ST) marks in Class 12 / Intermediate or equivalent qualifying examination with English as a subject.

**Appearing candidates may also apply, subject to production of marksheet with requisite percentage of marks in Class 12 at the time of Entrance Test and Interview.**

### Notes:

- Only those candidates whose date of birth falls on or after 1<sup>st</sup> October 1993 in case of General / OBC category and 1<sup>st</sup> October 1988 in case of SC/ST 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 reporting for admission & document verification, selected 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).
- 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.

### Selection Procedure:

**The selection will be made on the basis of performance of the candidate in Entrance Test and Interview conducted by the Institute.** However, candidates must meet the age criteria and other minimum academic requirements (see Eligibility Criteria above).

### 3. Availability of seats and Reservation

#### Total number of seats to be offered in the session 2018-19

| Programme | No. of seats to be offered |
|-----------|----------------------------|
| BHMCT     | 40                         |

#### Reservations:

1. 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.
2. For all other programmes the reservation criteria for SC & ST are as per the statutory norms of Central Govt. (SC -15% & ST - 7.5%)
3. The Institute observes statutory reservation for Persons with Disability (3%).
4. Upto 1 seat may be allotted to the candidates who are Sons or Daughters of Kashmiri Migrant who otherwise have qualified for admissions.
5. 50% of the total seats are reserved for candidates who have passed their qualifying examination (Class 12) from Jharkhand State. (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 the qualifying examination.

[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:

1. The Institute reserves the right to lower the intake in a programme without showing any reason.
2. 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 50% in number.
3. Please see our website <http://www.bitmesra.ac.in> for course syllabus / any other matters related to admission procedures.

#### Examples for writing the name of State while filling the application form:

|   | State of Eligibility |
|---|----------------------|
| Qualifying examination (Class XII) from Jharkhand     | Jharkhand            |
| Qualifying examination (Class XII) from Rajasthan     | Rajasthan            |
| Qualifying examination (Class XII) from West Bengal   | West Bengal          |
| Qualifying examination (Class XII) from Uttar Pradesh | Uttar Pradesh        |
| Qualifying examination (Class XII) from Delhi         | Delhi                |

**4. List of documents to carry at the time reporting  
for Entrance Test, Interview and 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/ OBC) and Rs.1,000/- (SC/ST) candidates (non-refundable)

**4. Original of the following documents / certificates:**

- a) Pass certificate of Class 10
- 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 category [Person with Disability / Kashmiri Migrant] must provide photocopy of certificate in proper format from appropriate authority.
- f) Photo identification: (Driving license, Passport, PAN Card, Voter ID, College ID, Aadhaar Card, Employee Identification Card are acceptable).

**Note: No candidates shall be permitted to sit in the Entrance test without all above documents.**

## 5. Fee Structure

### Fees payable [In INR] for the full-time Hotel Management (BHMCT) programme at Mesra for 2018 Batch

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

| Particulars                                       | 1 <sup>st</sup> Semester | 2 <sup>nd</sup> Semester | 3 <sup>rd</sup> Semester | 4 <sup>th</sup> Semester | 5 <sup>th</sup> Semester | 6 <sup>th</sup> Semester | 7 <sup>th</sup> Semester | 8 <sup>th</sup> Semester |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Tuition Fee                                       | 59000                    | 59000                    | 65000                    | 65000                    | 72000                    | 72000                    | 80000                    | 80000                    |
| Development Fee                                   | 4000                     | 4000                     | 4500                     | 4500                     | 5000                     | 5000                     | 5500                     | 5500                     |
| Institute Exam Fee                                | 5000                     | 5000                     | 5500                     | 5500                     | 6000                     | 6000                     | 6500                     | 6500                     |
| <b>Sub-Total</b>                                  | <b>68000</b>             | <b>68000</b>             | <b>75000</b>             | <b>75000</b>             | <b>83000</b>             | <b>83000</b>             | <b>92000</b>             | <b>92000</b>             |
| Hostel Seat Rent*, Electricity and Transport etc. | 13500                    | 13500                    | 14500                    | 14500                    | 15500                    | 15500                    | 16500                    | 16500                    |

*\*Hostel fees are subject to revision in future*

| Additional amount to be paid at the time of admission: |                      |
|--|----------------------|
| (i) Admission Fee (One time only)                      | Rs.15,000.00         |
| (ii) Caution Money (One time only-Refundable)          | Rs.10,000.00         |
| <b>Sub-Total</b>                                       | <b>Rs. 25,000.00</b> |

#### Notes:

- Hostel mess charges at Mesra will be approximately Rs.3,000/- per month.
- In addition to all of above, students at Mesra will also be required to deposit Hostel Caution Money\* (One Time only - Refundable) of Rs.5,000/-. They will also be required to pay suitable mess advance at the beginning of each semester, which will be adjusted against their mess charges / expenditure. For the session 2018-19, this mess advance will be Rs. 20,000/-.  
For BIT Mesra - Hostel Caution Money (One Time only - Refundable) and Hostel Mess Advance (each semester) are payable by crossed Demand Draft in favour of "BIT Welfare Society" payable at Ranchi.
- Other fees must be paid by crossed Demand Draft in favour of "Birla Institute of Technology" payable at Ranchi.
- 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.

**Note: The admission fee can also be paid online through [State Bank Collect](#) (for details, students are advised to visit Institute website [www.bitmesra.ac.in](http://www.bitmesra.ac.in))**

## 6. About the Department of Hotel Management & Catering Technology, Co-curricular activities, Training & Placement and Course Structure

The Department of Hotel Management & Catering Technology was established at BIT, Mesra in the year 2003, in keeping with the multifarious scope of hoteleering as culinary art, guest services, accommodation management and adding value to a meaningful hospitality environment. It is a department with a mélange of faculties from academics and industry. The Department offers 4 Year Bachelor of Hotel Management & Catering Technology (BHMCT) programme, which is approved by AICTE. The programme is a balanced combination of all core operational areas of Hotel Industry and management substance, yet follows a unique pedagogical approach that is its hallmark.

### **Vision:**

The vision of the department is to become a globally recognized academic institution by providing excellence in quality education and provide an environment where student can excel.

### **Mission:**

The mission of the department is

- To educate student to perform challenging hospitality managerial jobs.
- To develop effective teaching learning environment.
- To create world class facilities and ambience for advance level of teaching and practical training.
- To develop students as global citizens.
- To continuously grow and become leader among Institutes of Hotel Management.

The foremost objective of the Department is to produce the most competent hospitality professionals to fill various positions in the emerging hospitality sectors. The emphasis is laid on practical application of theoretical lessons through training, laboratory work, hands-on workshops, theme parties, projects and study tours. The Department provides hands-on practical exposure to the students in all four core areas i.e. Food Production, Food and Beverage Services, Front Office and Accommodation Operation. Students are encouraged to learn and undertake research activities during their course. All students go on “Industrial Exposure Training” for 18 weeks in various Star Hotels as a part of their curriculum. Apart from Industrial Training, students also go for vocational training in between their semester break. These trainings are arranged by the Department in various star category hotels.

The Department has various well-equipped laboratories such as Food Production Laboratory, Food and Beverage Service Laboratory, Accommodation Operation Laboratory, Front Office Laboratory & Training Bakery. The Departmental and Central libraries provide access to a wide range of hospitality and tourism related books, magazines and research journals including on-line journals to students and faculty members.

The Department has a biannual blind refereed national research journal, both printed and online - “JOHAR- a Journal of Hospitality Application and Research”, the first of its kind in India. It is being published by Publishing India Group, India. JOHAR is gaining popularity and respect in the academic field for its research contributions from India and abroad.

The Department regularly organizes workshops, theme parties and events, for the overall development of students and to provide real life experiences in the field of event management. Lectures by professionals from hotel industry are also regularly organized for the benefit of students.



## Co-Curricular Activities & Extra Curricular Activities at the Institute

### Co-Curricular Activities at the Institute

The Institute provides facilities for most outdoor and indoor games, and encourages general participation in all of them. We have a modern stadium for athletics and track events, a well-equipped gymnasium, and fine grounds and courts for most games including football, hockey, cricket, basketball, tennis, volleyball, badminton etc. Coaching is also available for most sports.

Any one of the following - P.T. and Games / N.C.C. / N.S.S. / Creative Arts is compulsory, and comprises one credit unit each in the first, second, third and fourth Semesters of the B. E., BHMCT, B. Pharm. and B. Arch. courses. Grades are assigned at the end of each Semester based on performance and / or written and practical tests.

**Physical Training & Games:** Students who opt for P.T. & Games have access to all required facilities. Classes are held once weekly where the students have sessions in exercises and various games under supervision of trained Instructors.

**NCC:** The 3 Bihar Composite (Technical) Company unit of the National Cadet Corps which is stationed on campus, imparts training to the students, and prepares them for the "B" and "C" Certificate Examinations. A small firing range adjacent to the unit enables cadets to practice in the operation of firearms. They also have access to the firing ranges of the local Army units. Cadets are required to attend camp once a year.

**NSS:** The National Service Scheme provides students an opportunity to understand social problems and perform useful social work. The teachers concerned interact with the students to explain such problems, say of sanitation awareness in a nearby village, encourage discussions and ideas about how to tackle the same, and supervise visits to the village where the students discuss the problems with the villagers and actively participate in the implementation of the solutions. The N. S. S. students have also organized blood donation camps in a nearby village, and run a night school for the mess servants of the Institute hostels.

**Creative Arts:** Students who opt for Creative Arts as their co-curricular subject attend a number of theory classes in literature and fine arts as well as stage performances, etc. They are exposed to different aspects of Creative Arts in their first and second semesters and can opt for a special subject of interest in their third and fourth semesters.

### Extra Curricular Activities at the Institute

The Institute has comprehensive facilities for most outdoor sports and games and a host of extracurricular activities, so necessary for the overall and healthy development of young people, and encourages participation in all of them. We have a beautiful sports complex with a modern stadium for track and field events, a well-equipped gymnasium with a modern multi-gym, a spacious new indoor badminton stadium, and fine grounds and courts for football, hockey, cricket, kabaddi, khokho, basketball, tennis, volleyball, badminton, etc. Coaching is also available for most sports.

There are also a large number of Student Societies and Clubs, which provide for a great variety of extra-curricular activities, and provide platforms for students to nurture their hobbies and other creative talents for relaxation and entertainment. These Societies and Clubs include: Dramatics Society, UNESQO Club, News and Publication Society (NAPS), Music Club, Fine Arts Society, Photographic Society, Students Chapter of the Institute of Engineers (IE), Students Chapter of IEEE, Students Chapter of IEE to name a few.

Drama competitions, music competitions and annual student festival -BITOTSAV are conducted on a regular basis. Traditional festivals celebrated with devotion are Saraswati Puja and Viswakarma Puja. The students also organize "Guru ka Langar" on the occasion of the birthday of Guru Govind Singh.

The Institute teams have regularly participated at student festivals and competitions all over the country, including those held by IT-BHU, various IIT's, BITS Pilani and ISM Dhanbad, Rotary International, etc where they have performed creditably and bagged awards in various events like music, drama, fine arts, literary events, etc.

The Institute has hosted various Inter-University meets and tournaments at the National and Zonal levels in athletics, tennis, basketball, badminton, volleyball, football and hockey. Institute teams also visit other host Universities to participate in such tournaments. It is worth mentioning that our students have won laurels at National and International events too. The Institute has also hosted various Inter-University cultural meets, such as: Inter-University East Zone Drama Festival - 1993 Inter-University National Youth Festival - 1996 Inter-University East Zone National Youth Festival - 2006.

### Campus Placements

The Training and Placement Department of the Institute organizes the campus recruitment programmes every year where recruiters from diverse domain actively participate to select from the BIT talent pool. Training programmes are conducted in soft skills as well as technical skills in order to groom the students as per Industrial prerequisite.

The department has a very good placement record. BHMCT graduates are placed in reputed Hotels, Fine Dining Restaurant Chains, Travel & Tour Management Companies, Airlines and International Cruise Liners. Most of the graduates succeed in attaining multiple job offers during their campus selection.

World class companies like - Taj Group of Hotels, Oberoi Group of Hotels, The Leela Group of Hotels, The Park Group of Hotels, ITC Group of Hotels, Domino's, Specialty Restaurant Ltd., Cox & Kings, Le Passage to India, Capers India, etc are among the prominent recruiters of Hotel Management students at BIT Mesra. Some of our students are also placed in overseas hotels like Movenpick Group of Hotels, Doha, Hilton Group of Hotels, Abu Dhabi etc.

## Course Structure

The present course structure is being revised as per the guidelines of Choice Based Credit System (CBCS) which shall be introduced with effect from 2018-2022 BHMCT batch. CBCS system will enable the students to opt for elective courses from programme electives and open electives. Moreover, the students may opt for any one minor specialization from interdisciplinary areas like Food Processing Technology, Tourism and Sales & Marketing Management.

### Focus:

- To impart knowledge and skills in all the core areas of Hospitality Industry.
- To provide additional knowledge and skills in allied areas to enable students to differentiate them in the industry.
- To ensure vertical and horizontal flexibility in learning.
- To provide flexibility in curriculum for students i.e. options for courses, choose their own pace to learn, undertake extra credits and expose to multidisciplinary approach.

## 8. Syllabus for Entrance Test

| Sr. No | Section Name                | Syllabus   | Number of Questions |
|--------|-----------------------------|--|---------------------|
| 1      | English Language            | Sequence of Sentences, Comprehension, Synonyms, Fillers, Antonyms, Idioms and Phrases, One Word Substitution & Common Errors.  | 25                  |
| 2      | Numerical and Data Analysis | HCF and LCM, Number System, Profit and Loss, Percentage, Time, Speed and Distance, Average, Simple Interest, Plane Geometry, Ratio and Proportion, Data Sufficiency & Data Interpretation.                               | 25                  |
| 3      | Reasoning and Intelligence  | Classification, Analogy Test, Coding-Decoding Test, Series Test, Alphabet Test, Direction Test, Comprehension of Ranks, Blood Relations Test, Image Test, Cube and Dice, Counting of Figures Test, & Miscellaneous Test. | 25                  |
| 4      | General Knowledge           | Geography, Indian History, Indian Economy, Indian Polity, General awareness, General Science, Business Awareness.  | 25                  |

## 8. Discipline, Rules and Regulations, Hostel, 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 Hostel rules 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 or Hostel Warden 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 College. 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 Hostel Mess / 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 last page of this Brochure].

### Hostel

All students are required to reside in one of the Institute Hostels, to which they are allotted, and must take food along with other inmates of the hostel in the common Mess. There are separate hostels for girl students.

### **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.

The Institute at Mesra is located in a spacious green campus. There are small forests with a large number of trees - mostly sal trees which are native to Chotanagpur. These sal trees and a number of other trees and plants have their flowering season during mid-February to early April, and this sometimes leads to a large pollen content in the air. It has been noted that some people who are allergic or susceptible to pollen from these sal trees / other plants may develop some health problems / breathing problems or their existing problems may be aggravated during these weeks, as also during some other months of the year when other plants flower. Thus, such candidates who are known to be sensitive or susceptible to pollen from trees or other plants are required to get allergy tests done / take advice from their physicians / a specialist before taking admission at Birla Institute of Technology, Mesra, Ranchi.

### **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.

## 9. Anti-ragging Affidavits

### 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](http://www.ANTIRAGGING.in)

or

[www.AMANMOVEMENT.org](http://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.