

# ADMISSION INFORMATION BROCHURE

for

2-Year (4-Semester)

Full-Time

M.Sc. in Animation Design Programme 2018-2020

at

Birla Institute of Technology,  
Jaipur Campus



**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>

## Addresses and Contact Details

Campus	Addresses and contact details
<b>Mesra (Main Campus)</b>	Dean Admissions & Academic Coordination Birla Institute of Technology Mesra, Ranchi - 835215 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 4469, & 2275868 (D) Fax: 0651- 2275401, 2276007 e-mail: <a href="mailto:admissions@bitmesra.ac.in">admissions@bitmesra.ac.in</a>

### Off Campuses located in India:

Campus	Addresses and contact details
<b>Jaipur</b>	Director, Birla Institute of Technology Off Campus Jaipur 27, Malviya Industrial Area, Jaipur 302017 Phone: 0141- 4019819/4019798, Fax: 0141-2751601 e-mail: <a href="mailto:bitjaipur@bitmesra.ac.in">bitjaipur@bitmesra.ac.in</a>
<b>Deoghar</b>	Director, Birla Institute of Technology Off Campus Deoghar P.O. Jasidih Dist. Deoghar - 814142 Jharkhand Phone: 06432-292565 Mobile No.: 9234158610 Telefax: 06432-292565 e-mail: <a href="mailto:bitdeoghar@bitmesra.ac.in">bitdeoghar@bitmesra.ac.in</a>
<b>Lalpur</b>	Director, Birla Institute of Technology Off Campus Lalpur Lalpur, Ranchi - 834001, Phone: 0651-2531676, 2531229 Fax: 2531679 / 2531676 e-mail: <a href="mailto:bitlalpur@bitmesra.ac.in">bitlalpur@bitmesra.ac.in</a>
<b>Noida</b>	Director, Birla Institute of Technology Off Campus Noida A-7, Sector-1 Noida 201801 Phone: 0120-2440408 / 4264080/ 4263080 / 2553661 / 3662, Fax: 2554146 e-mail: <a href="mailto:bitnoida@bitmesra.ac.in">bitnoida@bitmesra.ac.in</a>
<b>Patna</b>	Director, Birla Institute of Technology Off Campus Patna Near Patna Airport, P.O. Bihar Veterinary College, Patna-800014 Phone: 0612- 2223545, 3200853, Fax: 2227050 e-mail: <a href="mailto:bitpatna@bitmesra.ac.in">bitpatna@bitmesra.ac.in</a>

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

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## **IMPORTANT DATES**

Filling of online form commences from	7 May 2018
Last date to Apply Online	20 June 2018
Last date for receipt of printouts of duly completed online forms at BIT, Jaipur Campus	25 June 2018
Declaration of list of candidates to be called for Test	26 June 2018
Date and time of counselling, aptitude test and interview	5 July 2018
List of Provisionally selected candidates to be displayed on website & institute notice board by evening	5 <sup>th</sup> July 2018
Classes will commence from 10 <sup>th</sup> July 2018	

**Note:** All the dates mentioned above are tentative, and liable to be changed. Hence, please check Institute website periodically.

## Sec 1. Admission to M.Sc. Animation Design - An Introduction and How to Apply

The M.Sc. Animation Design Programme 2018 Information Brochure covers information related to admissions in the 2 -year (4-semester) full time M.Sc. Animation Design programme offered at the Birla Institute of Technology, Jaipur Campus. The programme will commence from 2<sup>nd</sup>/ 3<sup>rd</sup> week of July 2018. On the successful completion of the 2-year (4-semester) programme, the students will be awarded the degree of M.Sc. Animation Design Programme. The institute reserves the right not to offer the programme in case the number of students found to be eligible for admission is less than a certain minimum.

### Eligibility Criteria:

1. Candidates must have any of the following graduate qualifications:

B.Sc. (Animation and Multimedia) / Bachelor of Fine Art / Bachelor in Performing Arts with minimum 50% marks (45 % for SC/ST)

OR

Graduate (10+2+3) in any stream from a recognized university with minimum 50% marks (45 % for SC/ST) and 1 year experience in a creative field

2. Candidates appearing for final examinations in 2018 can also apply and if selected can join the programme provisionally. At the time of counselling they must bring a certificate in original from the Principal of Institute stating that:

a). By 30 June 2018, she/he will have appeared for examination in all subjects required for obtaining his/her qualifying degree.

b). She/he has obtained requisite marks or equivalent based on latest available grades / marks. Provisionally selected candidates will be required to sign an undertaking at the time of admission on Non-Judicial Stamp Paper (as format given in Sec-11). Further, their admission will be confirmed only when they submit the mark sheet and a certificate of having passed the qualifying examination with requisite marks. They must submit proof of passing their final examinations with requisite marks by 31 October 2018. Non-fulfillment of this condition will automatically result in the cancellation of the provisional admission.

3. Candidates with qualifications acquired through correspondence or distance-learning programmes are eligible only if

(a) The programmes are recognized by the tripartite panel of AICTE-UGC-DEC,

(b) They have passed the qualifying examination at the time of applying, with minimum requisite marks, calculated as per item (1) above. They must enclose photocopy of pass certificate and mark sheets of qualifying examination with their application. (Appearing candidates in Distance Education programme are not eligible for application). Please see Selection Procedures for details. Please also see footnote below.

### Notes:

1. 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>).
2. In case any Board / University awards grades instead of marks, the calculation of equivalent marks would be based on the procedure prescribed by the Board / University. In case a University does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing obtained CGPA with the maximum possible GPA and multiplying the resultant with 100.
3. At any level of the studies [class X, class XII, graduation or post-graduation], a candidate / applicant must have passed all the required subjects at that level from the same board/ University

**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 the above programme, eligible candidates must complete and submit the application form online only [link available on Institute website [www.bitmesra.ac.in](http://www.bitmesra.ac.in)]. Pay application fee of Rs.2,500/- (General candidates) or Rs.1,500/- (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**].
- Send a printout of the completed Application Form along with required enclosures (see List of Enclosures) in a A4 size envelope by Speed Post / reliable courier (means by which sender may track its movement on internet) to the office of **Director, Birla Institute of Technology, Jaipur Campus, 27, Malviya Industrial Area, Jaipur-302018 (Rajasthan) positively by the due date.** Write “Application for M.Sc. Animation Design Programme - 2018 on top of the envelope”.

**Important Instructions:**

1. **Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.**
2. Applications reaching us after the due date are liable to be rejected / may not be processed.
3. Candidates should keep photocopies of their completed forms for their own reference.
4. Candidate must have adequate proficiency in written & spoken English to cope with the programme as all instruction and examinations will be in English only.
5. Candidates should proceed to fill the Application Form for admission to the M.Sc. Animation Design programme only after they satisfy themselves that they fulfill all the eligibility criteria.

**Acknowledgement of receipt of Application Form and Registration Numbers**

1. Lists of eligible candidates (with registration numbers) to be called for counseling and interview will be displayed on the Institute website, whose properly completed application forms with all required enclosures along with DD have been received within the stipulated time.
2. Candidates whose names appear in the lists may note their Registration Numbers and should come to attend the counseling, aptitude test and interview on the date mentioned. They are advised to carry photocopy of their completed application form at the time of Counseling, aptitude test and interview.
3. Candidates must make a note of their registration numbers carefully, as the same will be required at the time of aptitude test and Interview/admission.
4. Candidates, whose names do not appear in the lists of eligible candidates, may contact the Admission Office at Jaipur by telephone or fax or e-mail.

For queries about admission related procedures, status of application, please contact the Admission Office, BIT Jaipur Campus. (Please see directory on the Institute website / page-2 for contact details).

## Sec-2 List of enclosures to be submitted along with the completed application form

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

1. The duly completed form with a photo pasted on it at the appropriate box.
2. One recent color photograph - [same as pasted on the form] and attached by clip (write your Name, Form No. and “M.Sc. Animation Design” on the back of the photos)
3. **A Crossed Demand Draft of Rs. 2500/- (Rs.1500/- for SC/ST candidates) (non - refundable) in Favor of “Birla Institute of Technology”, payable at Jaipur** (write your Name, Mobile No. and “M.Sc. Animation Design Programme 2018” on the back of the DD)
4. **A set of photocopies of certificates** as listed below: (write your Name, mobile number and “M.Sc. Animation Design Programme 2018” on the back of each of the photocopies):
  - 1) Pass certificate of Class 10
  - 2) Marksheet of Class 10
  - 3) Marksheet of Class 12 / Intermediate or equivalent
  - 4) Mark sheets & Provisional Degree of Graduation/ Post Graduation
  - 5) Experience Certificate, if applicable
  - 6) Migration & Transfer Certificate
  - 7) **Caste certificate / Special Category Certificate (if applicable)**
  - 8) Two passport size photographs, identical to the photograph affixed in the application form
  - 9) Photo identification: (Driving license, Passport, PAN Card, Voter ID, Aadhar Card, College ID are acceptable)

**Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.**

### Sec-3 Counselling, Aptitude Test, Interview and Selection Procedures

Based on the data provided in their forms, the list of eligible candidates will be notified on our website and updated when required. Candidates will be shortlisted for Counselling, Aptitude test and Interview on the basis of eligibility criteria mentioned in the preceding pages and our advertisement / notification(s) on our website. All notification related to admission schedules will be displayed on the Institute website and Notice Boards of BIT Jaipur Centre only.

The aptitude test and interview for M.Sc. Animation Design Programme 2018 will be held at Birla Institute of Technology, Jaipur Campus on the notified date. Students' must report at 10:00 AM on 5<sup>th</sup> July 2018 at BIT Jaipur Campus. Answer sheets will be provided to the students. Students will have to carry their own pencil / colour pencils / crayons with them. The questions will test the drawing skills, creative abilities and writing skills of the students. The interview will be held immediately after the aptitude test. The students are recommended to bring their portfolio (sketches & drawings) if they have it at the time of the interview.

**Candidates have to appear for Counselling, Aptitude test and Interview at BIT Jaipur Campus.**

#### Selection Procedure:

Provisional selections for the M.Sc. Animation Design Programme 2018 will be based on;

- a) Marks obtained in Aptitude test and personal interview, provided that the candidates fulfill the eligibility criteria mentioned in Sec -1  
(Weightage of marks considered in merit list is (80%+20%) respectively)
- b) Candidates will be required to appear in person for verification of documents and interview at the time of counselling.
- c) Provisional selection list, along with procedures for admissions, will be notified the day after the Interview, on the Institute website <http://www.bitmesra.ac.in> and Notice Board of the Jaipur Centre. **No separate intimation will be sent to candidates.** Provisionally selected candidates will be required to take admission by the dates given. Seats remaining vacant will be allotted to waitlisted candidates. The list of waitlisted candidates will also be announced on the Institute website and Notice Board of the Centre only.
- d) Please note that we may put up more than one admission notification on our website, to fill up vacancies, if any. **Candidates should thus check our website <http://www.bitmesra.ac.in> regularly for any updates or matters related to the admission procedures.**

## Sec-4 Documents required at the time of Counselling and Admission

Candidates must carry the originals of the following documents as well as one set of photocopies at the time of counseling, aptitude test and Interview,

1. Pass certificate of Class 10
2. Mark sheet of Class 10
3. Mark sheet of Class 12 / Intermediate or equivalent
4. Mark sheets & Provisional Degree of Graduation/ Post-Graduation
5. Migration & Transfer Certificate
6. Caste certificate / special category certificate (if applicable)
7. One passport size color photographs, identical to the photograph affixed in the application form
8. Experience Certificate (If applicable)
9. Photo identification: (Driving license, Passport, PAN Card, Voter ID, Aadhar Card, College ID are acceptable, employee identification card are acceptable)

They should also carry a photocopy of their duly completed application form.

### Documents required at the time of admission:

**If provisionally selected, candidates will be required to submit all the above documents in original (Except the Photo ID) at the time of admission, along with the requisite fees.**



### Sec-5 Total Number of Seats and Reservations

Total number of seats to be offered in 2018 is as below

Programme	Total number of Seats to be Offered
M.Sc. Animation Design	10

#### 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 (5%).
4. Upto 1 seat may be allotted to the candidates who are Sons or Daughters of Kashmiri Migrant who otherwise have qualified for admissions.

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 also reserves the right not to offer a particular programme in case the number of students found to be eligible / admitted is less than 30% in number.

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

	State of Eligibility
Qualifying examination (Graduation) from Jharkhand	Jharkhand
Qualifying examination (Graduation) from Rajasthan	Rajasthan
Qualifying examination (Graduation) from West Bengal	West Bengal
Qualifying examination (Graduation) from Uttar Pradesh	Uttar Pradesh
Qualifying examination (Graduation) from Delhi	Delhi

### Sec-6 Fee Structure

#### Fees payable [in INR] for the full-time M.Sc. Animation Design programme at BIT Jaipur Campus 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
Tuition Fee	89000	89000	98000	98000
Development Fee	6000	6000	7000	7000
Institute Exam Fee	5000	5000	5500	5500
<b>Total</b>	<b>100000</b>	<b>100000</b>	<b>110500</b>	<b>110500</b>

\* Hostel fees are subject to revision in future

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

1. No Hostel facilities are provided at the Jaipur Campus.
2. All fees must be paid by **crossed Demand Draft in favour of “Birla Institute of Technology”**  
Payable at **Jaipur**
3. The Institute reserves the right to revise the fees and other charges at any stage.
4. 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](http://www.bitmesra.ac.in).**

## Sec-7 About the Programme

### The M.Sc. Animation Design Programme

The Post-Graduation programme in Animation was started in year 2009 at BIT Jaipur Campus. Earlier in this discipline, 3 years B.Sc. Degree Course in Animation & Multimedia was started in the year 2005. This Programme was started on the solid platform of the successful B.Sc. Animation & Multimedia Course where Eight batches have been graduated and most students have been placed in various prestigious companies like ; Technicolor India, Color & Magic, Xentrix Studios, Prime Focus, Dataquest Entertainment Ltd, Tech 3, Zee Network, Star plus, Doordarshan, Midi Tec., Marwah Studio, Beehives, Aniguru, Maya Entertainment Ltd., 3D Solutions, Tata Elxi, Reliance Media works, Rhythm & Hues, Eden Animation Studio, Crest Animation Studios, Green Gold Entertainment, Talvania Labs, Qubit Colors, Animagic, Toonkaar Sona Entertainment, ATCS, Coffiee Bean Media, Dhruva Games, HCL, Integral Solutions and other various animation studios. Some of the Post Graduated students have started their own entrepreneurship successfully.

For these Courses in Animation & Multimedia, the institution has excellent academic and experimental infrastructure. Eminent animation professionals from industries are also regularly invited to visit the campus to interact with students and to deliver lectures and conduct workshops. The Animation Department also undertakes live projects in animation from the government and industry and the students are also involved in these projects are to get the project exposure. This field is IT enabled as well as Art based, the course structure and the labs have been planned accordingly to accommodate both the aspects. The facilities include animation labs with animation design software tools and 1:1 man- machine ratio, along with an ever-increasing list of titles in the library and spare labs for extra studies. There is a common Internet lab for the students.

The M.Sc. Animation Design Programme provide value addition to the undergraduate course in this discipline and opens up scope for specialization and further learning in this domain. Same way, it provides ample knowledge and technical expertise to start own design and content development Centre to be an industrial entrepreneur. After successful completion of the course the students would get the M.Sc. Animation Design Degree.

### Academic System:

The Program shall adopt a Semester system comprising of two semesters (Monsoon and Spring) in an academic year. The Monsoon semester will be held during July to November while the Spring Semester will be from December to May. The M.Sc. Animation Design program will run over a span of 2 years (4 semesters) with effect from July'2018. Program will contain prescribed course structure.

### 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 2018-2020 MAD 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 Animation, Visual Effects, Multimedia, and Digital Games.

## Sec-8 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 7th 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 throughout 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.

## **Animation & Multimedia Programme at BIT Jaipur Campus**

Our Institute was the pioneer in starting B.Sc. degree programme in Animation & Multimedia in India in the year of 2005. Appreciating our initiative, UGC generously funded the Institute to augment latest infrastructure and facilities.

The fundamental philosophy of the course is to impart to the students a variety of skills and knowledge required for diverse range of career options in Animation and Multimedia. The course is designed in such a way that it covers in -depth knowledge of all aspects of Animation, Graphics, Film Making Process, 2D Classical & Digital Animation, Concept, Character & Story Board Designing ,3D Character Animation & Modeling, Graphics & Web designing and Audio - Video Production. This course covers all the steps related to courses such as for 3D Modeling, we start from basic Clay Modeling to computer edge Modeling. Sufficient technical and industry focused education is imparted to enable student to enter relevant professionals fields or to pursue higher studies in this field. Thus this course specializes in the rapid development of artistic skills. The department has two high-tech computer laboratories having over 65 machines of HP and Dell. There is one drawing studio equipped with 25 Classical Animation Disks including line test machine. The department has one Visual Effects Lab equipped with one hi-end Apple (I-MAC) Computer System for advance compositing & editing, lighting, latest digital camera etc. With the objective of giving the students adequate practical exposure, the department has latest versions of all required software. The software available of Animation Courses are Autodesk Maya, Adobe Production Premium, Adobe CC, Blender, and Monkey Jam. To enhance the communication skills of the students the institution has fully equipped Digital English Language Lab.

### **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, seminars, lectures, workshops, educational trips, film festivals, art exhibition 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. *Animated Movie Club*
2. *Animated Game Club*

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 efficient execution and success in professional environment 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. 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. Animation & Multimedia Dept. has successfully completed two animation projects on social & medical awareness for Ministry of Health, Govt. of Rajasthan. These projects were being broadcasted regularly in Doordarshan & other channels. The short films and other media contents developed by faculty and students are regularly featured at national and international exhibitions and film festivals.

## Sec-9 Discipline, Rules and Regulations

**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 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 80% in lectures, tutorials and sessionals for each subject is essential for appearing in the Semester Examinations as per norms of Pharmacy Council of India (PCI). 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 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 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 refer last page of this Information Brochure].



## **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-10 Undertaking for candidates appearing for final examinations in 2018

**Format of Undertaking to be typed and submitted on Non-Judicial stamp Paper, signed by Public Notary, at the time of admission by those candidates who are provisionally selected for the M.Sc. Animation Design Programme of the Institute, and who are appearing for their final examinations in 2018.**

Please fill in all blanks, select relevant items and delete what is not applicable.

1. I, \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_ P.S. \_\_\_\_\_ Dist. \_\_\_\_\_ hereby declare that I am fully aware that minimum marks for admission to M.Sc. Animation Design Programme of the Birla Institute of Technology is ..... % ( .....% for SC/ST) in Honours / aggregate of all subjects in all years in graduate level and therefore I shall be disqualified for admission to M.Sc. Animation Design Programme of Birla Institute of Technology, if I do not secure minimum .....% marks ( ... % for SC/ST) in Honours / aggregate of all subjects in all years in graduate level or equivalent eligibility qualification.
2. I belong to SC / ST / OBC / General category (strike out whichever is not applicable)
3. I do hereby undertake that since I have been provisionally allowed to appear in the selection procedure to M.Sc. Animation Design Programme although my graduation / equivalent eligibility qualifying examination has not yet been published, I shall not insist on extension / conversion of the provisional admission, if
  - i. I fail to secure minimum .... % marks ( ... % for SC/ST) in Honours / aggregate in all subjects in all the years in such graduation or equivalent eligibility qualifying examination, or
  - ii. I fail to produce the official result by the 31<sup>st</sup> October 2018.
4. I undertake that all the certificate / documents submitted by me are authentic and are issued by competent authority.
5. I undertake that if at any time during the programme I am found not to be eligible for admission for not having required marks in graduation, my admission shall be cancelled.

Counter Signed

(Guardian)

(Applicant)

Name & Address in Block Capitals

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Name & Address in Block Capitals

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## Sec-11 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](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.