BIRLA INSTITUTE OTECHNOLOGY

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

Mesra, Ranchi- 835215

Website: www.bitmesra.ac.in

Ref. Adm/2025-26/1   **Date: 17th July 2025**

Updated on 19th August 2025

N O T I C E

> **Guidelines for the Physical Reporting of B.Tech/B.Arch/ Integrated M.Sc. Programs Through JoSAA/ CSAB and Institution Counselling 2025-26.**

We welcome all the Students to BIT Mesra, who have been allotted a seat for admission to B.Tech., B.Arch. and Integrated M.Sc. at Mesra (Main) Campus.

Tentative Schedule for Physical Reporting:

Program	Date & Reporting
B.Tech., B.Arch. and Integrated M.Sc. (*Allotted through JoSAA/ CSAB - 2025*)	Any day between 20th August to 23rd August 2025 (Please refer the separate guidelines issued for JoSAA/ CSAB Candidates) 20th – 23rd Aug 2025- From 10:00 AM to 5:00 PM
BC I and BC II Candidates (who have not reported yet)	Till 14th August 2025 (Mon-Fri: From 10:00 AM to 4:00 PM)

Instructions (B.Tech., B.Arch. and Integrated M.Sc. (Allotted through JoSAA/ CSAB – 2025):

- After successful physical document verification, the payment link shall be sent to the candidates in their registered mail id.
- Candidate needs pay the balance Institute fee (for 1st semester), using Online Payment Gateway through debit / credit card and net banking of any ~~nationalized~~ scheduled bank, only after the successful document verification during physical reporting.

TOTAL FEES PAYABLE: [Fee Structure- 2025]

- **B.Tech. – Rs. 2,87,500**
- **B.Arch. - Rs. 2,91,000**
- **Integrated M.Sc. - Rs. 1,88,000**

Particulars	B.Tech.	B.Arch.	Integrated M.Sc.
Tuition Fee	153000	156000	60000
Development Fee	10500	11000	4000
Institute Exam Fee	8000	8000	8000
Sub-Total (A) :	**171500**	**175000**	**72000**
Hostel Seat Rent#, Electricity and Transport etc.	21000	21000	21000
Sub-Total (B) :	**21000**	**21000**	**21000**
Additional amount to be paid at the time of admission			
Admission Fee (One time only)	20000	20000	20000
Caution Money (One time only-Refundable)	10000	10000	10000
IT and Digital Infrastructure Charges (One time only)	65000	65000	65000
Sub-Total (C) :	**95000**	**95000**	**95000**
GRAND TOTAL (A+B+C) :	**287500***	**291000***	**188000***
# Hostel fees are subject to revision in future * Fee payable at the time of Admission			

Please Note:

1. Hostel mess charges may range from approximately Rs.3,500/- to Rs.4,000/- per month.
2. In addition to the above, students will be required to deposit Hostel Caution Money* (One Time only - Refundable) of Rs.5,000/- and suitable mess advance at the beginning of each semester, which will be adjusted against their mess charges. For the July 2025 session, this mess advance* will be Rs. 30,000/- [total of Rs. 35,000/-]
3. All payments must be made through online payment gateway. For details, please go through the instructions given on the Institute website. [Use netbanking or credit card to make the payment].
4. Students will be expected to provide themselves with stationery, textbooks, etc, as prescribed for different subjects.
5. The Institute reserves the right to revise the fees and other charges at any stage.
6. For rules regarding refund of fees on withdrawal, please see separate Notice on Notice Boards.

Note:

1. **Institute may adjust the initial fee paid to JOSAA/CSAB 2025 from the total fee to bepaid (except the processing fees paid to JoSAA/CSAB).**

2. Institute Balance Fee payment (after Fee Payment done at JoSAA/ CSAB 2025 Counselling) needs to be done by the candidate. The Institute Balance Fee demand shall be reflected   at the ERP Portal.
3. In   addition   to   the   above, students   will   also   be   required   to   pay mess advance at the time of joining the hostel.

   For those students whose Physical document verification is completed, and Roll Number is allotted, may directly proceed for Hostel Room Allotment and course Registration.

- **ROLL NUMBERS:** Institute roll numbers will be issued to the applicants after completion of document verification process.

- **COURSE REGISTRATION FOR THE 1ST SEMESTER:** Every semester you need to register for the courses through our Institute ERP system. The same shall be done at the time of reporting.

- **HOSTEL ROOM ALLOTMENT:** In addition to the above, applicants will also be required to pay mess advance (Rs. 35000/- including caution money) at the time of joining the hostel.

- **CLASSES: Classes will commence from 25th August 2025. (Updated on 8th Aug 2025)**

Documents required during physical document verification

1. 02 Passport Size Photograph

2. Class X (High School) Board Certificate as proof of date of birth and Name of Candidate.

3. Certificate and Marks sheet of qualifying examination 10+2 (Class XII)

4. Admit Card and Score card of JEE (Main)/ NEET-UG issued by NTA

5. Photocopy of Academic Bank of Credit (ABC) card

6. Proof of seat acceptance fee payment by Net Banking / Debit card / Credit card or State Bank of India e-challan

7. Certificate of category (SC/ST), if applicable, issued by the competent authority.

8. Certificate of category of GEN-EWS, if applicable, is to be issued by the competent authority. The certificate must have been issued on or after 1st April 2025.

9. Certificate of category of (EBC/OBC), if applicable, is to be issued by the competent authority. The certificate must have been issued on or after 1st April 2025.

10. Valid Certificate for Persons with Disabilities (PwD). The certificate should be issued from a duly constituted Medical Board. The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent. Certificate not issued by a Medical Board or invalid / expired on the date of reporting shall not be accepted in any case. The minimum degree of disability should be 40% in order to be eligible for any concessions/benefits.

11. One set of self-attested copies of all the documents listed above

12. Migration Certificate

13. School Leaving / Transfer Certificate from the college / school last attended

14. Candidates are advised to keep enough attested copies of above documents / certificates for their future use

Anti Ragging Affidavit

The students must report to the Anti Ragging verification desk after the admission process, failing to do so, the ERP Account of the respective student shall be blocked.

Anti Ragging Link: https://www.antiragging.in/affidavit_university_form.php

University and Course Details:

1. University Director/Vice Chancellor: **Prof. Indranil Manna**

2. University Phone Number (+91)*: **0651-2276070**

3. Details of the course (UG/PG/Diploma)*: **To be filled by student**

4. Name of the Course *: **To be filled by student**

5. Current year of study*: **1**

6. University Landline Number (Optional): **May be left blank**

7. Number of students in your class: **May be left blank**

8. Nearest Police Station to your University*: **BIT MESRA O.P.**

9. National Anti-ragging Helpline No.- **18001805522**

Academic Bank of Credit (ABC) Id Creation

The students who have not created their Academic Bank of Credit (ABC) Id, they are advised to create the same as per below mentioned process.

Creation of ABC ID

Here is the complete process to make student registration and login at Academic Bank of Credit

Website: -

Step 1: Go to the website at https://www.abc.gov.in

Step 2: Go to the "Account" section and click at the "Student" link.

Step 3: Then Sign up with DigiLocker and complete the ABC Scheme student registration process by providing the requisite details.

Now student can sign in to the DigiLocker and can download with his/her ABC ID card from ABC console.

Follow up for Students:

• Visit the ABC website www.abc.gov.in to understand the ABC Scheme completely.

• Read out the instructions and guidelines regarding registration process through Aadhar Number on Digi Locker.

• Download and install Digliocker from the Google play store/Apple Store.

• All the academic credentials including credit courses and transcripts, certificates, degrees will be available on the institutional NAD portal and Digi-locker in future.

Dean, Admission Accreditation & Coordination