

BIRLA INSTITUTE OF TECHNOLOGY

(Deemed University)

Mesra, Ranchi 835 215, Jharkhand

APPLICATION FORM FOR ADMISSION

SESSION 2018- 2019

For office use only

Application for 2-year (4-semester) Full-Time MBA programme 2018 (for vacant seats)

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|------|--|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 Full Name of Candidate: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Father's Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Mother's Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 Date of Birth: | | | | | | | | | 5 Sex: Male: <input type="checkbox"/> Female: <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | |
| | (DD) | | (MM) | | (YYYY) | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Caste: | a) General <input type="checkbox"/> b) SC <input type="checkbox"/> c) ST <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Other Category: Physically Handicapped | <input type="checkbox"/> Ward of BIT Employee: <input type="checkbox"/> (Name & location _____) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. State of Eligibility: | _____ (from where you have passed / are appearing for qualifying examination) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. Choice of Place for Study: | _____ (write only ONE Campus) | | | | | | | | | | | | | | | | | | | | | | | | | | | |

10. CAT-2017 / CMAT 2018 / MAT Sept -2017, MAT Dec-2017 or MAT Feb-2018 or MAT May-2018 / XAT 2018

Details: (Attach photocopy of Scorecard)

CAT 2017 Test Registration No.	Test Centre Name	CAT Total Percentile
Email ID: (As registered with CAT 2017)		

CMAT 2018 Test Registration No.	Test Centre Name	CMAT Total percentile
Email ID: (As registered with CMAT)		

MAT Sept-2017 or MAT Dec 2017 or MAT Feb 2018 or MAT May 2018 _____ (please write name of Test appeared) Test Registration No.	Test Centre Name	Total Score
Email ID: (As registered)		

11. Educational record: (Attach photocopies of marksheets and certificates)

Examination	Board/University	Year of passing	Percentage of Marks@	No of attempts\$	Subjects^
Class 10 / Matriculation					
Class 12 /..... (Write name of Exam)					
Graduation..... (Write name of Exam)					

12. Institute from where you are completing / have completed Qualifying Examination:

QUALIFICATION	NAME OF INSTITUTE	ADDRESS OF INSTITUTE WITH TELEPHONE NUMBER

13. Professional Work Experience:

Employer	Post Held	Duration	Work Description

Instructions: Please read revised eligibility criteria before filling form. Use capital letters, numbers or tick (✓) box as required.

* Attach photocopies of all documents – Certificates and Marksheets, etc. See MBA Information Brochure 2018 (on website in pdf) for details of fees, reservations, etc.. @ Percentage of Marks in Qualifying Exam: calculate as mentioned in Eligibility Criteria

\$ Write 1 if passed in one attempt, 2 if in two attempts, etc, APP if appearing in 2018, ^Use abbreviations -Phys, Chem, Math, Stat, Eng, etc.

14. Address for communication including your full name and photograph:

Address for communication (should be valid till Dec 2018)		Paste recent colour photograph here. Cut to fit if needed Do not staple or fix with pin. Do not get the photograph attested
Name: _____ _____ _____ City _____ Pincode _____ STD Code _____ Telephone Number _____ Mobile Number _____		
		Signature

15. Permanent Address: _____

_____ City _____ Pin code _____
STD Code _____ Telephone Number _____ E-mail id: _____

16. **Details of DD taken for Rs.2,950/- (General) Rs.1,770/- (for SC/ST) candidates (non-refundable):**

Issuing Bank Name	Issuing Bank Place	DD Number	DD Date

17. **Declaration:** I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information or particulars have been suppressed or omitted there from, I am liable to be disqualified. If selected my admission will be liable to be cancelled without notice or compensation in lieu of notice. I have read and understood the contents of the MBA 2018 Spot Admission Notification on website.

I hereby permit / do not permit (delete one) the Institute to use, display or transfer any of the details furnished by me in this form for any other purpose, except for complying with the admission formalities.

Signature of Candidate: _____ Date: _____

18. **Undertaking by the Candidate:**

I will comply with the University's rules, standards and instructions for student behaviour as notified from time to time. I hereby waive and release all claims against the University agents at a time when I am not under the direct supervision of the University or its agents or arising out of my failure to remain under such supervision or to comply with such rules, standards and instructions, and I agree to indemnify the University and its agents against any consequences thereof. I agree that the University shall have the right to enforce appropriate standards of conduct and that it may at any time terminate my participation in the University's program for failure to maintain these standards or for any actions or conduct which the University considers to be incompatible with the interest, harmony, comfort and welfare of other students. If my participation is terminated, I give my consent to being sent home at my own (or my parent's) expense with no refund of fees.

All references in the agreement and release to the University and its agents shall include the University Vice Chancellor, and all its Officers, Deans, Staff members, Chaperones, Group leaders, Employees, agents. All reference herein to the parents of the applicant shall include the legal guardian or other adult responsible for the applicant. I agree that in case of any legal dispute concerning admission procedures, the same shall be subject to exclusive jurisdiction of Courts at Ranchi.

This agreement shall take effect from the time I am accepted by and confirmed in enrollment in the University.

Signature of Candidate: _____ Date: _____ Place: _____

19. **Declaration by the Parent / guardian:**

I certify that I am the parent or legal guardian of the above applicant and that I have read the foregoing Agreement and release (including such parts as may pertain to personal financial responsibility) and hereby relinquish any claim that I might have against the Universities or its agents (as set forth above), both in my own behalf and my capacity as legal representative of the applicant, including without limitation any claim arising as a result of the applicant leaving the supervision of the University. I hereby guarantee to the University payment of all fees and other sums due at any time to the University by the applicant. I agree that in case of any legal dispute concerning admission procedures, the same shall be subject to exclusive Jurisdiction of Courts at Ranchi.

Signature of Parent / Legal Guardian _____ Date: _____ Place: _____

Occupation of Signatory: _____ Relationship with the candidate: _____

Documents to carry at the time of reporting for admission cum GD & PI

Candidates must carry the following documents in original, along with a set of photocopies and one recent photograph.

1. Pass certificate of Class 10
2. Marksheet of Class 10
3. Marksheet of Class 12 / Intermediate or equivalent
4. Marksheets of Graduation for graduates

OR

Marksheets upto pre-final year for candidates graduating in 2018. At the time of reporting for the 'GD & PI' such an applicant must bring a certificate in original from the Principal of Institute stating that:

a) by **30th June 2018**, (s)/he will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.

b) (S)/he has obtained requisite marks or equivalent, based on latest available grades / marks.

5. **Candidates with qualifications acquired through correspondence or distance-learning programmes must enclose with their application a photocopy of pass certificate, marksheets of qualifying examination showing that they have passed the qualifying examination with requisite marks and approval of DEC (Distance Education Council) [Appearing candidate in distance learning programmes, whose results are yet to be declared, are not eligible to apply].**

6. Printout of Admit Card / Hall Ticket of CAT-2017 / CMAT 2018 / MAT – Sept 2017 or MAT Dec-2017 or MAT Feb -2018 or MAT May -2018 / XAT 2018 [as received by e-mail]
7. Printout of Score Card of CAT-2017 / CMAT 2018 / MAT – Sept 2017 or MAT Dec-2017 or MAT Feb -2018 or MAT May -2018 / XAT 2018.
8. Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO.**
9. Candidates belonging to other special categories (Person with Disability / Kashmiri Migrant) must provide photocopy of certificate in proper format from appropriate authority.
10. Photo identification: (Driving license, Passport, PAN Card, Voter ID, College ID, Employee Identification Card are acceptable)
11. College Leaving Certificate
12. Migration Certificate
13. Requisite admission fee in the form of Demand Draft(s).
14. **Candidates who have appeared / are appearing for final examinations in 2018 will be required to bring an undertaking on Non-Judicial Stamp Paper of Rs. 20/- (please see MBA Information Brochure 2018 (pdf) on website for format of undertaking).**