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/MBA Results/2021-22/10   Date: 02.10.2021

Admission to MBA Program 2021- Special Round
at its 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 05.10.2021**, 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.

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: Registration window for 1st semester will open immediately after paying the admission fee.

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. **Applicants are directed to join Online classes immediately after receiving the Institute Roll No. & MS Team Id.**

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.

DOCUMENTS REQUIRED DURING VERIFICATION

1. Pass Certificate and Marksheet of Class 10
2. Marksheet of Class 12 / Intermediate or equivalent
3. Marksheets of Graduation for graduates
   OR
   Marksheets upto pre-final year for applicants graduating in 2021. They must also bring a certificate in original from the Principal of Institute stating that:
   a. By…………2021, he/she will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.
   b. He/ She has obtained 50% (45% for SC/ST) marks or equivalent, based on latest available grades / marks.
   c. Undertaking – Please see below*
4. College Leave Certificate (CLC)
5. Migration Certificate
6. **Applicants with qualifications acquired through correspondence or distance-learning programs must carry proof of pass certificate, marksheets of qualifying examination and approval of DEC (Distance Education Council).**
7. Printout of Score Card and Admit Card of CAT 2020 / XAT 2021 / CMAT 2021 / MAT Sept-2020 /MAT Dec-2020 / MAT Feb-2021 / MAT May 2021 (If applicable)
8. **Caste certificate (if applicable), in proper format, signed by appropriate authority of rank not less than SDO.**
9. Special category certificate (if applicable), **in proper format,** from appropriate authority.
10. One recent passport size photograph, identical to uploaded on the Application Form.

FEES PAYABLE: All applicants will be required to pay admission fee (1st Semester) i.e. **Rs. 1,59,000.00** through Online Payment Gateway **(applicant may pay the admission fee through credit card and net banking)**.

No hostel facilities are available at these campuses.

Note:
a) **Applicants will be required to submit the College Leaving Certificate, Migration Certificate, Caste certificate and CAT/XAT/CMAT/MAT Score card (if applicable) in original. Rest documents / certificates may be withdrawn immediately after verification and by submitting "Undertaking Form" available in the Admission Office of the campus.**

b) For fee refund rule, please see separate notice on Notice Board of the Institute.

c) **It is desirous 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)