



# BIRLA INSTITUTE OF TECHNOLOGY

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

**Mesra, Ranchi- 835215**

Ph: 0651-2275868 (Dir), PBX: 2275444 / 896 Ext. 4469 Fax: 2275401 / 2276007  
<http://www.bitmesra.ac.in>

Ref/Adm/Results/2025/MCA-1

06<sup>th</sup> June 2025

## **Guidelines for provisionally selected candidates for Mesra (Main Campus), BIT Mesra(Lalpur), Noida & Jaipur Campuses MCA Program 2025**

Provisional selection has been done on merit for full-time MCA Program at Mesra, BIT Mesra (Lalpur), Noida and Jaipur, based on their MCA test scores and Interview and Counselling.

### **Candidates may please note the following:**

All applicants are advised to check the list of provisionally selected candidates published on the Admission Page:

Applicants who have been allotted a seat will be required to pay the admission fee through Online Payment Gateway (URL given below) **as displayed in the results**, failing which your admission offer will be liable to be cancelled and will not be considered for further rounds of seat upgradation, if any. After payment of fees, the candidate must report at the campus for admission and physical document verification. ***[The Institute will remain closed on Saturday and Sunday].***

Provisional Offer (payment link) will be shared in your registered email id and shall also be available in your Application Form profile.

### **List of documents to carry at time of reporting for admission:**

At the time of admission, selected candidates would be required to show the originals of the following documents/ certificates and also produce the College Leaving Certificate, Migration Certificate and Caste certificate in original along with self-attested photocopies of the all documents / certificates.

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
5. Certificates and marksheets of qualifying examination

OR

Marksheets upto pre-final year for appearing candidates of graduation / qualifying examination in 2025. They must bring a certificate in original from the Principal of Institute stating that:

He/ She has obtained requisite marks or equivalent based on latest available grades / marks.

6. Candidates with qualifications acquired through correspondence or distance-learning program must carry proof of pass certificate and marksheets of qualifying

examination and approval of DEC (Distance Education Council).

7. Admit card and Score card of MCA Test
8. Caste certificate / special category certificate (if applicable)
9. College Leaving Certificate
10. Migration Certificate
11. One recent passport size photograph, identical to the photograph affixed in the application form.
12. Candidates who have appeared / are appearing for final examinations in 2025 (i.e. whose complete set of marksheets upto final year are not available) will be required to bring an undertaking on Non-Judicial Stamp Paper of Rs. 20/- (please see MCA 2025 Information Brochure 2025 on website for format of undertaking).
13. ABC ID

Provisionally selected candidates who have appeared for final examinations in 2025 will be required to sign an undertaking at the time of admission on Non-Judicial Stamp Paper of Rs. 20/- to the effect that if they fail to obtain the requisite marks in graduation / Post-graduation their admission will be cancelled. The deadline for submission of mark-sheet / degree certificate is 31st October 2025, failing which the provisional admission will be cancelled. (Please see MCA Information Brochure 2025 on website for format of undertaking)

### **Total fees payable at the time of admission**

Provisionally selected candidates will be required to deposit requisite fee (as mentioned in the below table) at the time of admission. All payments must be made online. *[Candidate may use the net banking or credit card payment through any bank].*

Sl. No.	Programs	Total fees payable at the time of admission
1.	Mesra (Main Campus)	Rs. 2,03,000/-
2.	Lalpur, Noida & Jaipur (Off Campuses)	Rs. 1,82,000/-

Students will 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. For the July 2025 session, this mess advance\* will be Rs. 30,000/- [Total of Rs. 35,000/-].

*\*Hostel Caution Money (One Time only - Refundable) and Hostel Mess Advance (each semester) are payable through SBI Collect in favour of “BIT Welfare Society”.*

For fee refund rule, please see separate notice on the Admission Page of Institute website.

Registration of admitted candidates will be done before reporting for regular classes as per notifications. Classes will tentatively commence from last week of July/ first week of August (Exact dates shall be notified from Dean (Post Graduate Studies) Office).

Sd/-  
Dean, (AAC)