



BIRLA INSTITUTE OF TECHNOLOGY

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

Mesra, Ranchi- 835215

Website: www.bitmesra.ac.in

Ref. Adm/2024-25/1

Date: 16th July 2024

NOTICE

Guidelines for the Physical Reporting of B.Tech/B.Arch/ Integrated M.Sc. Programs Through JoSAA/ CSAB and Institutional Counselling 2024-25.

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

Tentative Schedule for Physical Reporting:

Program	Date & Reporting (from 10:00 AM to 5:00 PM)
B.Tech., B.Arch. and Integrated M.Sc. (Allotted through JoSAA/ CSAB - 2023)	Any day between 11 th August to 14 th August 2024 (Please refer the separate guidelines issued for JoSAA/ CSAB Candidates) 11 th Aug 2024- From 2:30 PM to 7:30 PM 12 th - 14 th Aug 2024- From 09:00 AM to 5:00 PM
B.Pharmacy, BC I and BC II Candidates, NRI/OCI/FN	09.08.2024
Bachelor of Technology, B. Arch, Integrated M.Sc. (Allotted through Institute Counselling)	29.08.2024

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 tentatively from 20th August 2024.**

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. Proof of seat acceptance fee payment by Net Banking / Debit card / Credit card or State Bank of India e-challan
6. Certificate of category (SC/ST), if applicable, issued by the competent authority.
7. 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 2024.
8. 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 2024.
9. 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.
10. One set of self-attested copies of all the documents listed above.
11. Migration Certificate
12. School Leaving / Transfer Certificate from the college / school last attended.
13. 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 course registration, 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)*: **UG**
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.**

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.

STEPS FOR REGISTRATION ON DIGILOCKER AND ABC (ACADEMIC BANK OF CREDITS)

Students are advised to follow the following steps for creation of ABC Unique ID:

Stage A : DigiLocker registration process

- Go to the website at <https://www.nad.Digilocker.gov.in>
- Click on the icon SIGN UP Option [CREATE YOUR DIGILOCKER ACCOUNT) BY PROVIDING NECESSARY DETAILS] viz. your full name, DOB, gender, Aadhar number, mobile number, create username and pin.
- Receive OTP on provided mobile number.
- After Verifying your OTP, your DigiLocker account is created.
- Download DigiLocker or you can already keep it downloaded from play store.
- Sign in to the DigiLocker as per your username and pin and check your profile.

Stage B: 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.

-Sd-

(Dr. Sudip Das)

Dean, Admission Accreditation & Coordination