



BIRLA INSTITUTE OF TECHNOLOGY

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

Deoghar Off Campus-814142

Website: www.bitmesra.ac.in

Date: 31st July 2025

NOTICE

Guidelines for the Physical Reporting of the applicants who have been allotted a seat for B.Tech. Program at BIT Deoghar Off Campus through JoSAA/CSAB2025 and BC-I/ BC-II Admission Rounds

We welcome all the students to BIT Deoghar, who have been allotted a seat for admission to B.Tech. program at BIT Deoghar.

Tentative Schedule for Physical Reporting:

Program	Date & Reporting
B.Tech. (Allotted through JoSAA/ CSAB - 2025)	Any day between 20 th August to 23 rd August 2025 From 9:00 AM to 5:00 PM (Please refer the separate guidelines issued for JoSAA/ CSAB Candidates)
B. Tech. (Allotted through BC-I/ BC-II Admission Rounds) Who have not reported yet	Till 14 th August 2025 (Mon-Fri: From 9:00 AM to 5:00 PM)

Instructions (B.Tech. 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 bank, only after the successful document verification during physical reporting.

TOTAL FEES PAYABLE: [Fee Structure- 2025]

• B.Tech. - Rs. 3,05,500/-

Particulars	B. Tech.
Tuition Fee	151000
Development Fee	10500
Institute Exam Fee	8000
Sub-Total (A):	169500
Hostel seat rent, Electricity etc. #	16000
Mess Advance	20000
Sub-Total (B):	36000
Additional amount to be paid at the time of admission*	
Admission Fee (One time only)	20000
Institute Caution Money (One time only-Refundable)	10000
Mess Caution Money (One time only-Refundable)	5000
IT and Digital Infrastructure Charges (One time only)	65000
Sub-Total (C):	100000
GRAND TOTAL (A+B+C):	305500
# Hostel fees and Mess Charges are subject to revision in future	
* Fee payable at the time of Admission	

Please Note:

1. Hostel mess charges may be approximately Rs.4,500/- per month and will be deducted from the Mess Advance.
2. 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. 20,000/- as mentioned in the above table.
3. All the 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 and 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 be paid (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. 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.
- **CLASSES:** **Classes will commence tentatively from 1st September 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. 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 2025.
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 2025.
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_affiliated_form.php

Institute and Course Details:

1. State: Jharkhand
2. College Name: BIT Extension Center Deoghar (C-8344)
3. Director's Name: Dr. S. K. Ghorai
4. College Phone No.: 6432277000
5. College Landline No.: 06432-277003
6. Name of Course: (As Applicable) BBA/ BCA/ BSc/ BTech
7. Number of Students: (As Applicable) 30/40/60/90
8. Details of Course: UG
9. Current year of student: 1
10. Nearest Police Station: Jasidih
11. 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.

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:

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 Diglocker 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-

Director,
BIT Off Campus, Deoghar