

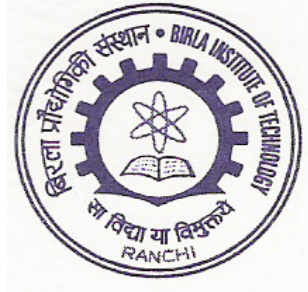
**Admission Information Brochure**

**for**

**The 5-Year (10-Semester) Full-Time  
Integrated MBA Programme 2011-2016**

**at**

**Birla Institute of Technology Extension Centres  
at  
Allahabad, Jaipur, Kolkata, Lalpur and Noida**



**BIRLA INSTITUTE OF TECHNOLOGY**  
Deemed University under section 3 of UGC Act 1956  
Mesra, Ranchi – 835215  
Jharkhand, India  
Website: <http://www.bitmesra.ac.in>

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### **IMPORTANT DATES:**

Filling of online form closes at 7 pm on:	19 June 2011
Last date for receipt of printouts of duly completed online forms + Demand Drafts at Mesra:	23 June 2011
Counselling schedules to be displayed by:	30 June 2011
Tentative dates of counselling:	10 to 11 July 2011

**Candidates in their own interest should send their completed application forms by appropriate means well in advance of the due date. Applications reaching us after the due date are liable to be rejected / may not be processed.**

#### **Expected Dates of Counselling:**

Based on the data provided in their forms, the list of eligible candidates for each Centre will be notified on our website and updated when required. Candidates will be shortlisted for counselling on the basis of their Marks in Class 12, provided they have applied for that Centre, and fulfill the eligibility criteria mentioned in the preceding pages and our advertisement / notification(s) on our website. Counselling schedules for each Centre, based on Marks in Class 12, will be displayed by 30 June 2011 on the Institute website and Notice Boards of concerned Extension Centres only. **No separate intimation will be sent to candidates.**

The counselling process will be held tentatively between 10 to 11 July 2011 at Allahabad, Jaipur, Kolkata, Lalpur (Ranchi City) and Noida, at the addresses given (please see Contact Details for addresses of Centres).

**Candidates may appear for counselling at Allahabad or Jaipur or Kolkata or Lalpur (Ranchi City) or Noida as per their choice indicated in their application form.**

## **Sec 1. Admission to Integrated MBA 2011 – Introduction, Eligibility Criteria and How to Apply**

The Integrated MBA Information Brochure 2011 covers admissions to the 5-year (10-semester) full-time Integrated MBA programme 2011 offered at the Birla Institute of Technology Extension Centres Allahabad, Jaipur, Kolkata, Lalpur and Noida. The programme will commence in July 2011.

### **Eligibility Criteria:**

- 1) Candidates must have 60 % (50% for SC/ST) marks in Class 10 (average of required subjects)
- 2) Candidates must have 60 % (50% for SC/ST) marks (average of 4 subjects as indicated below) in Class 12 / QE (Equivalent Qualifying Examination)
  - a) Candidates must have 60% (50% for SC/ST) marks in English
  - b) Percentage of marks in Class 12 to be computed as average of English + best 3 other required subjects.

### **Notes:**

- The maximum age limit for admission is 21 years (26 years for SC/ST candidates) as on 1 Oct 2011.
- Candidates who have appeared for final examinations of QE in 2011 and whose results are not yet declared, can also apply. However, they must send copy of their Marks Sheet showing that they have secured the minimum required marks in qualifying examination by due date by courier / speed post / fax (please see contact details)
- Candidates with foreign diplomas should see the EdCIL website for equivalence (<http://www.edcil.co.in>), and if required should obtain an equivalence certificate from the evaluation division of the AIU (website <http://www.aiuweb.org>).
- In case any Board awards grades instead of marks, the calculation of equivalent marks would be based on the procedure prescribed by the Board.
- At the time of Counselling, candidates will be required to produce originals of Pass Certificate of Class 10, Marksheets of Class 10 and Class 12 showing requisite minimum marks, as well as Caste or Special Category certificates in proper format signed by appropriate authority (please see instructions)

### **The provisional selections will be based on:**

- Merit determined by marks obtained in Class 12/Equivalent Qualifying Examination (QE), computed as in Eligibility Criteria
- Counselling for eligible candidates to be held on dates mentioned above, at Allahabad, Jaipur, Kolkata, Lalpur and Noida Centres.
- However, candidates must meet the age criteria and other minimum academic requirements (see eligibility criteria)

**How to Apply: (Please see Instructions also for details)**

To apply for the programme, eligible candidates must complete and submit the online application form on our website and send a printout of the completed form along with two recent colour photographs (one pasted on the form and one attached by clip to the form), photocopies of all marksheets and certificates (see List of Enclosures), and a **crossed Demand Draft for Rs. 2,000/- (Rs. 1,200 for SC/ST candidates) in favour of “Birla Institute of Technology”** payable at **Ranchi**, in a stout A4 size envelope by Speedpost / Registered Post / reliable courier to the office of **Dean Admissions, Birla Institute of Technology, Mesra, Ranchi – 835215**, **positively by the due date**. Write “Application for Integrated MBA 2011” on top of the envelope.

1. To start online application, click on the link, create user ID and Password when prompted. Do not share the user ID and Password along with anybody else.
2. You can use the Online Application Form to apply for the Integrated MBA programme of the Institute at **any 1, or any 2, or any 3, or any 4, or all 5** choices of Place for Study (Centre), by clicking the appropriate check box against the names of the Centres. However, you must select ALL of your wanted choices before you submit the form online and print the same, so that all your choices are saved in the database. Please do not make any corrections or add any Choices of Centre by hand on the printout of the form, as these will not be saved to the database.
3. Send the printout of the completed form with other required enclosures [see section 3] to the Office of Dean Admissions, Birla Institute of Technology, Mesra, Ranchi - 835215

**Also Note:**

1. Please do not print a blank form and fill it by hand as this will not be accepted.
2. Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.
3. Applications reaching us after the due date are liable to be rejected / may not be processed.
4. Candidates should keep photocopies of their completed forms for their own reference.
5. Candidate must have adequate proficiency in written & spoken English to cope with the programme as all instruction and examinations will be in English only.
6. Candidates should proceed to fill the Online Application Form for admission to the Integrated MBA Programme at Allahabad, Jaipur, Kolkata, Lalpur and Noida Centres only after they satisfy themselves that they fulfill all the eligibility criteria.

**Form Numbers**

The Form Numbers on each online application form may be noted and cited in correspondence if required. **All candidates should keep photocopies of their completed forms for their own reference.**

**Acknowledgement of Receipt and Registration Numbers#**

After receipt of the printout of their duly completed form and crossed bank draft for Rs. 2,000/- (Rs. 1,200/- for SC/ST candidates), all eligible applicants will be allotted 6-digit registration numbers and the same will be intimated to them by Email / post / notified on our website. **Candidates must make a note of their registration numbers, as the same will be used in future notifications for counselling, selections etc.**

**Candidates are requested to see our website for their registration number, status of application and other details by using their user ID and password, as created at the time of filling the online application form.**

Please quote the registration number in any correspondence regarding your application. If you do not receive the postal intimation with registration number within a reasonable date after dispatch of your completed form, please contact the Admission Office, Birla Institute of Technology, Mesra, Ranchi – 835215, by telephone or fax.

Candidates will be called for counselling as per schedules to be notified in due course.

Candidates who appear for counselling must carry the following to their Counselling Centre: (Please see also Sec 5 for details)

1. A photocopy of their duly completed online form
2. Originals of all certificates and marksheets with set of photocopies (Sec 5)
3. Two recent colour photographs, identical to that enclosed with their form
4. Photo identification: (Driving license, Passport, PAN Card, Voter ID, School / College ID are acceptable)

Candidates may appear for counselling at Allahabad or Jaipur or Kolkata or Lalpur or Noida as per their choice given in their online application form.

For queries about admission related procedures, status of application please contact the Admission Office, BIT Mesra. For queries about any Centre, please contact Director of Extension Centre. (Please see directory on website / Sec 10 for contact details of Mesra and all Centres).

## Sec 2. Instructions for filling the Online Application Form

These 2 pages may be printed for your own convenience and easy reference

### General Instructions:

- 1. You are advised to read the eligibility conditions (Sec 1) for admission to the programme and other requirements (our advertisement / web notification, Instructions and other details) and satisfy yourself that you fulfill all the eligibility conditions before filling and submitting your application form.**
2. Clearly fill all items that are relevant to you in capital letters or numbers or tick (✓) the check box / radio button as required. Certain items are mandatory and must be filled in. Else the form may be rejected when it is processed.
3. To apply for the programme, eligible candidates must complete and submit the online application form on our website and send a printout of the completed form along with two recent colour photographs, photocopies of all marksheets and certificates (see List of Enclosures below), and a **crossed Demand Draft for Rs. 2,000/- (Rs. 1,200/- for SC/ST candidates) in favour of “Birla Institute of Technology”** payable at **Ranchi**, in a stout A4 size envelope by Speedpost / Registered Post / reliable courier to the office of **Dean Admissions, Birla Institute of Technology, Mesra, Ranchi – 835215 positively by the due date**. Write “Application for Integrated MBA 2011” on top of the envelope. Applications reaching us after the due date are liable to be rejected / may not be processed.
4. You can use the Online Application Form to apply for the Integrated MBA programme of the Institute at any 1, or any 2, or any 3, or any 4, or all 5 choices of Place for Study (Centre), by clicking the appropriate check box against the names of the Centres. However, you must select ALL of your wanted choices before you finally submit the form online and print the same, so that all your choices will be saved in the database. Please do not make any corrections or add any Choices of Centre by hand on the printout of the form, as these will not be saved to the database.
5. Please do not print a blank form and fill it by hand as this will not be accepted.
6. Please ensure that all information provided is correct and accurate. Admission on false information will be ipso facto null and void
7. After filling in the complete form, you will be prompted to “Save & Exit” before you click the submit button. **Candidates will have the option to save the form to a maximum of only two times.** Please ensure that all fields are correctly filled in before you finally click on the “Submit” button. Take a printout when prompted. **Note:** Once you click on the “Submit” button, the Form is set to read only. You may however return to the form to view or print it again.
8. Do not fold, tear or mutilate the print out of the form in any way.
9. A recent colour photograph of good quality must be pasted firmly in the box provided. If required cut the photograph to fit in the box. Do not get the photograph attested. Do not pin or staple the photograph to the form. Please sign with a black ball pen in the boxed space below your photograph. Attach one extra photograph to the form using a clean paper clip. Write your Name, Form No, and “Integrated MBA 2011”, on the back of the second photo.
10. Enclosures required along with completed form: See List of Enclosures below
11. **All candidates belonging to the SC and ST categories must obtain caste certificates which should be in proper format, and which should be signed by appropriate authority of rank not less than SDO.** They must enclose photocopy of the same. (**Note:** The final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute).
12. Candidates belonging to other special categories mentioned in Sec 6 (Physically Handicapped / Ward of defence personnel killed or disabled in service / National level sportsperson / Ward of BIT employee) must provide photocopy of certificate in proper format from appropriate authority.

13. **Do not enclose any original certificates with your application.**

Specific Instructions to be followed while filling the form:

14. While filling the form please note the following:

- a) **Name:** Type your name as in your Class 10 certificate, First Name, Middle Name(s) and Surname. If space is insufficient, use initials for middle name(s). Do not use any titles, such as Mr. / Miss / etc.
- b) **Date of Birth:** Use dd-mm-yyy format. Thus if your date of birth is 15 April 1992, you should fill in 15 04 1992
- c) **State of Eligibility:** Select the code Jharkhand if you are appearing for / have passed the qualifying examination (Class 12) from Jharkhand. Else select code Non Jharkhand (see Sec 6).
- d) **Caste:** Click the appropriate radio button.
- e) **Other Category:** Click the appropriate radio buttons (See also instruction 12).
- f) **Choice of Place for Study:** Candidates must exercise ALL their Choices online before clicking the "Submit" button to take a printout of the form.
- g) **Choice of Counselling Centre:** Click the appropriate radio button

15. **Educational Record:**

- a) **Percentage Marks in Class 12:** Calculate as mentioned under eligibility criteria
- b) **No. of attempts:** If you are appearing for final examinations of the qualifying examination in 2011, fill "APP". Else 1 if passed in one attempt, 2 if in two attempts, etc.
- c) **Subjects:** Use abbreviations - Phys, Math, Stat, Eng, Eco, etc
- d) **Certificates:** See also instructions 10, 11 and 12 above.

16. **Complete Postal Address:** Type clearly in capital letters, provide pincode, STD code and telephone number, and mobile number

17. **DD details:** Please fill the DD details

18. **Declaration and Undertakings:** The candidate must sign the declaration, and also the undertaking after reading them. A parent or legal guardian should sign the second undertaking

**Please Note:**

19. **The Admission Office, may not undertake detailed scrutiny of applications before counselling, and all shortlisted applicants called for counselling, except those whose applications are summarily rejected, are allowed to appear at counselling on purely provisional basis, subject to their eligibility being verified at the time of counselling. Merely being allowed to appear at the counselling will not be considered as a ground for being eligible for admission.**

### **Sec 3. List of Enclosures to be submitted along with the completed application form**

**This page may be printed for your own convenience and easy reference**

1. Two recent colour photographs - one pasted on form and one attached by clip (write your Name, Form No and "Integrated MBA 2011" on the back of the second photo)
2. **Crossed Demand Draft** for Rs. 2,000/- (Rs. 1,200 for SC/ST candidates) **in favor of "Birla Institute of Technology"**, payable at **Ranchi** (write your Name, Form No, telephone number and "Integrated MBA 2011" on the back of the DD)
3. Photocopies of following documents and certificates (write your Name, Form No, telephone number and "Integrated MBA 2011" on the back of each of these papers):
  - a) Pass certificate of Class 10
  - b) Marksheet of Class 10
  - c) Marksheet of Class 12 / Intermediate or equivalent
  - d) Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO.**
  - e) Candidates belonging to other special categories mentioned in Sec 6 (Physically Handicapped / Ward of defence personnel killed or disabled in service / National level Sportsperson / Ward of BIT Employee) must provide photocopy of certificate in proper format from appropriate authority.
  - f) Photo identification: (Driving license, Passport, PAN Card, Voter ID, School / College ID are acceptable)
4. Two slips of paper (10 cm x10 cm) with name, address in capital letters and phone number

**Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.**



## Sec 4. Counselling and Selection Procedures

### Expected Dates of Counselling:

Based on the data provided in their forms, the list of eligible candidates for each Centre will be notified on our website and updated when required. Candidates will be shortlisted for counselling on the basis of their Marks in Class 12, provided they have applied for that Centre, and fulfill the eligibility criteria mentioned in the preceding pages and our advertisement / notification(s) on our website. Counselling schedules for each Centre, based on Marks in Class 12, will be displayed by 30 June 2011 on the Institute website and Notice Boards of concerned Extension Centres only. **No separate intimation will be sent to candidates.**

The counselling process will be held tentatively between 10 to 11 July 2011 at Allahabad, Jaipur, Kolkata, Lalpur and Noida, at the addresses given (please see Contact Details for addresses of Centres).

**Candidates may appear for counselling at Allahabad or Jaipur or Kolkata or Lalpur or Noida as per their choice indicated in their application form.**

### Selection Procedure:

Provisional selections for the Integrated MBA programme will be based on:

- Merit determined by marks obtained in Class 12/Equivalent Qualifying examination (QE), computed as in Eligibility Criteria
- Counselling for eligible candidates to be held on dates mentioned above, at Allahabad, Jaipur, Kolkata, Lalpur and Noida Centres.
- However, candidates must meet the age criteria and other minimum academic requirements (see eligibility criteria)

Each Centre will make its own lists of provisionally selected candidates and waitlisted candidates after the counselling. Provisional selection lists, along with procedures for admissions, will be notified the day after the counselling, on the Institute website <http://www.bitmesra.ac.in> and Notice Boards of the concerned Extension Centres only. **No separate intimation will be sent to candidates.** Provisionally selected candidates will be required to take admission by the dates given. Seats remaining vacant will be allotted to waitlisted candidates. The list of waitlisted candidates will also be announced on the Institute website and Notice Boards of the Institute / concerned Extension Centres only. **No separate intimation will be sent to candidates.**

Please note that we may put up more than one notification on our website, to fill up vacancies, if any. **Candidates should thus check our website <http://www.bitmesra.ac.in> regularly for any updates or matters related to the admission procedures. No separate intimation will be sent to candidates.**

## **Sec 5. Documents required at the time of counselling and admission**

**This page may be printed for your own convenience and easy reference**

Candidates must carry the originals of the following documents at the time of counselling, as well as one set of photocopies:

1. Pass certificate of Class 10
2. Marksheet of Class 10
3. Marksheet of Class 12 / Intermediate or equivalent
4. Caste certificate / special category certificate (if applicable)
5. Two passport size photographs, identical to the photograph affixed in the application form
6. Photo identification: (Driving license, Passport, PAN Card, Voter ID, School / College ID are acceptable)

### **They should also carry**

- A photocopy of their duly completed online form and
- Postal intimation with Registration Number, received from the Admissions Office at Mesra.

### **Documents required at the time of admission:**

**If provisionally selected, candidates will be required to submit all the above documents in original (except the Photo ID) at the time of admission, along with the requisite fees.**

**Classes will commence from 25 July 2011 at all Centres.**

## Sec 6. Total Number of Seats, Reservations and Seat Distribution

The number of seats offered in 2011 in the Integrated MBA programmes at various Centres is as given below:

	Allahabad Centre	Jaipur Centre	Kolkata Centre	Lalpur (Ranchi City) Centre		Noida Centre
				Boys	Girls	
<b>Number of seats</b>	<b>60</b>	<b>60</b>	<b>90</b>	<b>100</b>	<b>100</b>	<b>80</b>

**Reservations:** The Institute will follow reservations as given below for its Integrated MBA programmes.

1. For all programmes at the Institute which are supported by the State Govt., the reservation criteria for SC & ST are as per the norms of the State Govt.
2. For all other programmes the reservation criteria for SC & ST are as per the statutory norms of Central Govt. (SC -15% & ST - 7.5%)
3. The Institute observes statutory reservation for physically handicapped persons (3%).
4. Upto 1% of the seats may be allotted to sons and daughters of defence personnel who have lost their lives or been disabled in service, who otherwise have qualified for admissions.
5. Upto 1% of the seats may be allotted to candidates who are sportspersons and who have represented their states at National level sports competitions, and otherwise have qualified for admissions.
6. Upto 5% of the seats are reserved for candidates who are sons and daughters of serving employees of BIT, who otherwise have qualified for admissions.
7. For Lalpur 50% of seats are reserved for candidates who have passed their qualifying examination from Jharkhand\*.

**However the final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute.**

\*At Lalpur 50% of the total seats are reserved for candidates who have passed / are appearing for their qualifying examination (Class 12) from Jharkhand State, taking it as one zone and the remaining 50% for candidates who have passed / are appearing for their qualifying examination (Class 12) from other states of the country. (The "State of Eligibility" of a candidate for the purpose will be determined on the basis of location of his/her School / College where he/she has passed/is appearing for the qualifying examination).

### Codes of Zones

State of Eligibility	Code
Qualifying examination (Class 12) from Jharkhand	<b>Jharkhand</b>
Qualifying examination (Class 12) from other states	<b>Non Jharkhand</b>

## Sec 7. Financial Information for the full-time Integrated MBA programme

### Fees payable [in INR] for the full-time Integrated MBA programme at various Centres With effect from the session 2011 - 2012

#### Fee payable at a glance at the time of admission:

Particulars	Integrated MBA
Total fees payable at the time of admission, including the fees for first semester <b>(Items A+B+C below)</b>	62,000

Particulars of fees for first semester	Integrated MBA
Tuition Fee	32,000
Registration Fee, Institute Examination, Library, Teaching Aids and other Student Facilities	15,000
<b>(A) Sub Total</b>	<b>47,000</b>

Additional amount to be paid at the time of admission	Integrated MBA
<b>(B) Admission Fee (One Time only)</b>	5,000
<b>(C) Caution Money (One Time only - Refundable)</b>	10,000
<b>Grand Total (A + B + C)</b>	<b>62,000</b>

#### Details of Fees to be paid at the beginning of each subsequent semester are as given below:

Particulars	2 <sup>nd</sup> Semester	3 <sup>rd</sup> & 4 <sup>th</sup> Semesters	5 <sup>th</sup> & 6 <sup>th</sup> Semesters	7 <sup>th</sup> & 8 <sup>th</sup> Semesters	9 <sup>th</sup> & 10 <sup>th</sup> Semesters
Tuition Fees	32,000	36,800	41,600	46,400	51,200
Registration, Institute Exam, Library and other Teaching Aid and other students facilities	15,000	15,000	15,000	15,000	15,000
<b>Total payable</b>	<b>47,000</b>	<b>51,800</b>	<b>56,600</b>	<b>61,400</b>	<b>66,200</b>

#### Notes:

1. No Hostel facilities are provided at the Extension Centres.
2. All fees must be paid by **crossed Demand Draft in favour of "Birla Institute of Technology"**  
Payable at **Ranchi (for admission at Lalpur)**,  
Payable at **Allahabad (for admission at Allahabad)**,  
Payable at **Jaipur (for admission at Jaipur)**,  
Payable at **Kolkata (for admission at Kolkata)**, and  
Payable at **Noida (for admission at Noida)**
3. Students will be expected to provide themselves with stationery and textbooks, etc, as prescribed for different subjects.
4. The Institute reserves the right to revise the fees and other charges at any stage.
5. For rules regarding refund of fees on withdrawal, please see separate Notice on Notice Boards.

## **The Integrated Master of Business Administration Programme**

The Department of Management was established at the Institute in 1979. Presently, the Department offers different academic programmes in the field of management and its allied areas, which include Bachelor of Business Administration (BBA), Master of Business Administration (MBA), M.E in Quality Engineering Management (QEM) and Ph.D in Business Management. The state-of-art infrastructure of the department at main campus and its various centers of the institute include fully equipped classrooms, seminar rooms and library facilities with required online databases. The faculty members are well qualified and highly committed with a blend of experience in industry. Senior professors from premier institutions and executives from industry are invited as visiting faculty and to deliver guest lectures. Considering the present demand of huge professional managers in industry, the institute is going to start 5 Year Integrated MBA from 2011, which will spread over ten semesters.

The objective of the program is to build and groom the students to get entry level managerial positions in manufacturing / services organizations with good communication and business knowledge. The program will focus on preparing students to be a "Top Notch Management Professionals", who can take up creative and ethical leadership challenges in the global market through intensive training for developing overall personality of the student. It is expected that our products will meet the vibrant managerial challenges of complex global business solutions with self confidence and team spirit. The training pedagogy will exclusively comprise of Case Analysis Presentations, Group Discussions, Problem Solving Techniques appraising the real life business problems with analytical ability and thus the students will be prepared to meet the expectations of the industries under fast changing virtual business environment.

### **Academic System**

The Program shall adopt a Semester system comprising of two semesters (Monsoon and Spring) in an academic year. The Monsoon semester will be held during July to November while the Winter Semester will be from Jan to May with sixteen weeks of class in each semester. Integrated MBA Program will contain a prescribed course structure.

The students will be allowed to have Exit option in the program with BBA degree after successful completion of the required credits spread over I to VI Semester. The Exit option will have to be exercised in the IV semester while the student will not be permitted to withdraw the option once exercised.

## **Sec 9. Discipline, Rules & Regulations (including UGC Regulations on Ragging) and Medical Examination**

**Institute Rules & Regulations:** For details of Institute rules and regulations, please see booklet provided at the time of admission.

### **Discipline**

The Institute places a very high emphasis on discipline of students both inside and outside the campus. Students must abide by the Institute and agree to conform to the rules and regulations enforced from time to time. They must not do anything either inside or outside the Institute that will interfere with its orderly governance, discipline and image. Students must attend lectures, tutorials and practical classes regularly. A minimum attendance of 75% in lectures, tutorials and sessionals for each subject is essential for appearing in the Semester Examinations. Thus, students should attend all theory and laboratory classes from the first day of the academic year. In case of absence due to unavoidable circumstances, students are advised to take prior permission from the Dean / Head. In case of absence due to illness, students will have to produce a Medical report signed by attending Physician / Surgeon with an application from their parents or guardians. In such a case, parents/guardians should inform the authorities immediately. Students should strike a proper balance between extracurricular activities and academic requirements. A student's participation in extra-curricular activities should not be allowed to interfere in his/her academic schedule.

During teaching hours, the main lobby, the library, the corridors of the Institute and the area surrounding the Institute are to be observed as silence zones. Students must not cause any disturbance / obstacle in these zones. Students must not indulge in any kind of misconduct or indiscipline or anti-social activities within or outside the campus. Students must not form a group causing any hindrance to the academic and administrative activities of the Institute. Those found doing so will be punished and strict disciplinary action will be taken by the authorities. Students shall not damage the property of the Institute. Cost of such damage will be recovered from students, parents/guardians of the students.

Students must always carry their Identity Card and produce it on request. In case of loss or damage of Identity Card, the concerned authorities should be informed immediately.

Students are not permitted to enter and use the laboratory / workshop / sports ground if they do not wear appropriate dress. For example, they should enter the laboratory only with apron, cap or mask as instructed. Students should park their cycles in an orderly manner at the cycle stands. Students should follow the rules of the Canteen. Students are advised to read the Notice Boards regularly.

Students are strictly prohibited from possessing or consuming spirits, tobacco products and narcotic drugs either within or outside the campus, and if found violating this will be rusticated immediately, without warning.

Ragging in any form inside or outside the campus is strictly prohibited by law. Any students found ragging other students will be summarily expelled from the Institute and dealt with as per the directive of Hon. Supreme Court/Hon. High Court.

**Each student must read the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” on the UGC website, and the two affidavits provided with the regulation, one for the student and one for his /her parent, to be prepared on Non- Judicial Stamp Paper, one to be signed by the student and the other to be signed by his / her parent, and both to be countersigned by Public Notary. Each student admitted to any of the Institute’s programmes must submit the two completed affidavits at the time of admission. Printed copy of the UGC regulations and affidavit may be provided, if required, at the time of counselling.**

**Medical**

All selected students will be required to undergo medical examination by a Medical Officer of the Institute and their admission is subject to being found medically fit for the Programme. Therefore, candidates, for their own satisfaction, are advised to get themselves examined by a registered medical practitioner.

**Applicability of Regulations for the time being in force, Disclaimer and Legal Jurisdiction**

Notwithstanding the nature of a programme spread over more than one academic year, the regulations in force at the time a student joins a programme shall hold good only for the examinations held during or at the end of the semester. Nothing in these regulations shall be deemed to debar the Institute from amending the regulations subsequently and the amended regulations, if any, shall apply to all students old or new, as specified therein.

**Disclaimer**

The statements made in this Information Brochure and all other information, contained herein are believed to be correct at the time of publication. However, the Institute reserves the right to make at any or without notice, changes in and additions to the regulations, conditions governing the conduct of students, requirements for degree, fees and any other information, or statements contained in this Information Brochure. No responsibility will be accepted by the Institute for hardship or expense encountered by its students or any other person for such changes, additions, omissions or errors, no matter how they are caused.

**Legal Jurisdiction**

All disputes will be subject to jurisdiction of the Civil Courts at Ranchi city only.

**Sec 10. Addresses and contact details for BIT Mesra and our Extension Centres  
at Allahabad Jaipur, Kolkata, Lalpur and Noida**

The 5-year (10-semester) full-time Integrated MBA programme, which will commence in July 2011, will be offered at our Extension Centres at Allahabad, Jaipur, Kolkata, Lalpur and Noida.

The addresses and contact details for BIT Mesra, and our Extension Centres at Jaipur, Kolkata, Lalpur and Noida are given below.

<b>Centre</b>	<b>Addresses and contact details</b>
<b>Mesra</b>	Dean Admission & Academic Coordination Birla Institute of Technology, Mesra, Ranchi 835215 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 469, & 2275868 (D) Fax: 0651- 2275401, 2276007 e-mail: <a href="mailto:admissions@bitmesra.ac.in">admissions@bitmesra.ac.in</a>
<b>Allahabad</b>	Director, Birla Institute of Technology Extension Centre B-7, Industrial Area, P.O. TSL Naini, Allahabad 211010 Phone: 0532– 2686668 / 2687363, Fax: 2687554 e-mail: <a href="mailto:bitallahabad@bitmesra.ac.in">bitallahabad@bitmesra.ac.in</a>
<b>Jaipur</b>	Director, Birla Institute of Technology Extension Centre 27, Malviya Industrial Area, Jaipur 302017 Phone: 0141– 4019798 / 4019819, Fax: 2751601 e-mail: <a href="mailto:bitjaipur@bitmesra.ac.in">bitjaipur@bitmesra.ac.in</a>
<b>Kolkata</b>	Director, Birla Institute of Technology Extension Centre Southend Conclave, 1582, Rajdanga Main Road, 4th Floor (On Gariahat - E M bypass Connector, opposite Siemens Building) Kolkata 700107, Phone: 033 – 24414542 / 24414456, Fax: 24414299 e-mail: <a href="mailto:bitkolkata@bitmesra.ac.in">bitkolkata@bitmesra.ac.in</a>
<b>Lalpur</b>	Director, Birla Institute of Technology Extension Centre Lalpur, Ranchi 834001, Phone: 0651–2531817 / 2531676 Fax: 2531658 / 2531676 e-mail: <a href="mailto:bitlalpur@bitmesra.ac.in">bitlalpur@bitmesra.ac.in</a>
<b>Noida</b>	Director, Birla Institute of Technology Extension Centre A-7 Sector-1, Noida 201301 Phone: 0120 – 2543484 / 2553661 / 3662, Fax: 2554146 e-mail: <a href="mailto:bitnoida@bitmesra.ac.in">bitnoida@bitmesra.ac.in</a>



**Sec 11(a). Anti-ragging affidavit to be filled by student at the time of admission**

**(To be prepared on Non- Judicial Stamp Paper – please see “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”)**

I, \_\_\_\_\_, Roll No. - \_\_\_\_\_ s/o  
d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted  
to Birla Institute of Technology, Mesra, Ranchi, have received a copy of the UGC Regulations  
on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called  
the “Regulations”) carefully read and fully understood the provisions contained in the said  
Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what  
constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully  
aware of the penal and administrative action that is liable to be taken against me in case I am  
found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to  
promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under  
clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or  
omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause  
9.1 of the Regulations, without prejudice to any other criminal action that may be taken against  
me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution  
in the country on account of being found guilty of, abetting or being part of a conspiracy to  
promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am  
aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the  
affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
(place) (day) (month) (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ of \_\_\_\_\_,  
\_\_\_\_\_ after reading the contents of this affidavit.

**OATH COMMISSIONER**

**Sec 11(b). Anti-ragging affidavit to be filled by student's parent / guardian**

**(To be prepared on Non- Judicial Stamp Paper – please see “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”)**

I, Mr./Mrs./Ms. \_\_\_\_\_  
father/mother/guardian of \_\_\_\_\_,  
Roll No. - \_\_\_\_\_, having been admitted to Birla Institute of  
Technology, Mesra, Ranchi, have received a copy of the UGC Regulations on Curbing the  
Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the  
“Regulations”), carefully read and fully understood the provisions contained in the said  
Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what  
constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully  
aware of the penal and administrative action that is liable to be taken against my ward in case  
he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy  
to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging  
under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or  
omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to  
clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken  
against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any  
institution in the country on account of being found guilty of, abetting or being part of a  
conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be  
untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the  
affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_,  
(place) (day) (month) (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ of \_\_\_\_\_,  
\_\_\_\_\_ after reading the contents of this affidavit.

**OATH COMMISSIONER**