

INFORMATION BROCHURE 2019

for

Admission to

3-year (6-Semester) full-time
Bachelor of Business Administration (BBA)
and
Bachelor of Computer Application (BCA)
at

Birla Institute of Technology
Jaipur, Lalpur, Noida and Patna Off Campuses



BIRLA INSTITUTE OF TECHNOLOGY

(Deemed to be University under section 3 of UGC Act 1956)

Mesra, Ranchi - 835215

Jharkhand, India

Website: <http://www.bitmesra.ac.in>

Addresses and contact details of BIT Mesra and its Off Campuses

| Campus | Addresses and contact details |
|---------------|---|
| Mesra | Dean Admission & Academic Coordination Birla Institute of Technology, Mesra, Ranchi - 835215 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 4469 and 2275868 (Direct) Fax: 0651- 2275401 e-mail: admissions@bitmesra.ac.in |
| Jaipur | Director, Birla Institute of Technology Off Campus 27, Malviya Industrial Area, Jaipur - 302019 Phone: 0141 - 4019819 / 4019798, Fax: 0141-2751601 e-mail: bitjaipur@bitmesra.ac.in |
| Lalpur | Director, Birla Institute of Technology Off Campus Lalpur, Ranchi - 834001, Phone: 0651-2531676, 2531229 Fax: 2531679 / 2531676 e-mail: bitlalpur@bitmesra.ac.in |
| Noida | Director, Birla Institute of Technology Off Campus A-7, Sector-1 Noida 201901 Phone: 0120-2440408 / 4264080/ 4263080 / 2553661 / 3662, Fax: 2554146 e-mail: bitnoida@bitmesra.ac.in |
| Patna | Director, Birla Institute of Technology Off Campus Near Patna Airport, P.O. Bihar Veterinary College, Patna - 800014 Phone: 0612- 2223545, 2226002, 2223538, Fax: 2223545 e-mail: bitpatna@bitmesra.ac.in |

Please see our website for addresses and contact details of our other Campuses.

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IMPORTANT DATES

| | |
|--|--------------|
| Filling of online form commences from | 3 May 2019 |
| Last date to Apply Online | 15 June 2019 |
| Declaration of FIRST shortlisted candidates for Documents Verification cum Admission | 18 June 2019 |
| Classes will commence from 1 st / 2 nd week of July 2019 at all Campuses [Exact date will be notified at later stage] | |

Note:

- All the dates mentioned above are tentative, and liable to be changed. Hence, please check Institute website periodically.
- Please fill and submit the application online only, take printout of the same and retain with you as the same will be required to produce at the time of reporting for Documents verification cum admission.

Sec 1. An Introduction and How to Apply

This Information Brochure covers admissions to full-time 3-year (6-semester) Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA) programmes 2019 at BIT Jaipur, Lalpur, Noida and Patna Off Campuses, which will commence in July 2019.

How to Apply:

1. To fill online application form, click on the link “**APPLY ONLINE**” to register and create password for the application process. Do not share the password with anybody. [Please see instructions for filling online application form.](#)
2. Eligible candidates must complete and submit the application form online only [link available on the Institute website www.bitmesra.ac.in]. Pay application fee of Rs.1,500/- (General / OBC candidates) and Rs.1,000/- (SC/ST candidates) inclusive of GST charges through **State Bank Collect** (net banking / credit card of any nationalized bank) in favour of “**Birla Institute of Technology**” till the last date of application process. **Fee once remitted shall not be refunded under any circumstances.**
3. The candidates may use the Online Application Form to apply for the BBA or BCA programme of the Institute at **MAXIMUM OF THREE CAMPUSES**, in order of preference by selecting the Campus of Place for Study from the prompt. **Candidates will not be permitted to alter their preferences at a later stage.**
4. **Use separate application form, in case applying for both BBA and BCA programmes and pay additional application fee.**

Important Instructions:

1. Candidates should proceed to fill the Online Application Form only after they satisfy themselves that they fulfill all the eligibility criteria.
2. Candidate must have adequate proficiency in written & spoken English to cope with the programme as all instruction and examinations will be in English only.
3. **Please fill and submit the application online only, take printout of the same and retain with you as the same will be required to produce at the time of reporting for documents verification cum admission.**

Form / Application Numbers:

The Form / Application numbers on each online application form may be noted and cited in correspondence if required. **No individual intimation will be sent to candidates.**

Documents verification cum Admission:

The Campus-wise list of candidates to be called for documents verification cum admission will be notified on the Institute website on 18th June 2019. No individual intimation will be sent to candidates.

For queries about admission related procedures, status of application, please contact the Admission Office, BIT Mesra. For queries about any Campus, please contact Director of the respective Campus. [Please see directory on the Institute website for contact details of Mesra and its Off Campuses].

Sec 2. Eligibility Criteria

| Sl.No. | Programme | Campus | Eligibility criteria |
|--------|-----------|---------------------------------|--|
| 1 | BBA | Jaipur, Lalpur, Noida and Patna | (a) Candidates must have minimum 50% (45% for SC/ST/PwD) marks in Class X*. (b) Candidates must have passed Class XII* / Equivalent Qualifying Examination with minimum 50% (45% for SC/ST/PwD) marks with English as a subject in the qualifying examination. |
| 2 | BCA | Jaipur, Lalpur, Noida and Patna | (a) Candidates must have minimum 50% (45% for SC/ST/PwD) marks in Class X*. (b) Candidates must have passed Class XII* / Equivalent Qualifying Examination with minimum 50% (45% for SC/ST/PwD) marks with English and Mathematics / Computer Science / Information Practice / Info. Tech & Prog as subjects in the qualifying examination. |

* [The percentage of marks in Class X and Class XII / equivalent qualifying examination shall be considered based on the Board's calculation of percentage for the award of Division / Degree / Certificate].

Notes:

- Only those candidates whose date of birth falls on or after 1 October 1994 in case of General category and 1 October 1989 in case of SC/ST/PwD are eligible for admission. Date of Birth as recorded in the Secondary Education Board Class X (High School) certificate only will be considered as authentic.
- 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 document verification, candidates will be required to produce originals of Pass Certificate of Class X, Marksheets of Class X and Class XII showing requisite minimum marks, as well as Caste or Special Category certificates in proper format signed by appropriate authority (please see instructions).
- At any level of the studies [Class X or Class XII], a candidate / applicant must have passed all the required subjects at that level from the same Board.

Sec 3: List of documents to carry at the time of reporting for documents verification cum admission

1. A print-out of the duly completed online form (original copy)
2. One recent colour photograph [same as uploaded on the form]
3. **Payment receipt towards application fee of Rs.1,500/- (General) and Rs.1,000/- (SC/ST) candidates (non-refundable)**
4. **Original of the following documents / certificates:** Candidates must carry the originals of the following documents at the time of reporting for Admission cum Document Verification as well as one set of photocopies:
 - a) Pass certificate of Class X (for age proof)
 - b) Marksheet of Class X
 - c) Marksheet of Class XII / 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 (Persons with Disability [PWD] / Ward of BIT Employee / Kashmiri Migrant) must provide photocopy of certificate in proper format from appropriate authority.
 - f) Photo identification: (Driving license, Passport, PAN Card, Voter ID, Aadhaar Card, School / College ID, are acceptable)

Without original of above documents / certificates, no candidates will be permitted to appear for the admission cum documents verification.

If provisionally admitted, all the above documents in original (except the original Photo ID) together with photocopies will be retained by the Institute for some time.

Sec 4: Selection Procedure

- **The provisional selection will be made on merit based on marks obtained by the candidates in Class XII / Intermediate / equivalent qualifying examination.** However, candidates must meet the age criteria and other minimum academic requirements (see Eligibility Criteria).
- The shortlisted candidates will be called for documents verification cum admission based on their merit and data submitted by the candidates on their application forms for 1st round. The same will be intimated on the Institute website only as web notifications. **No separate intimation will be sent to candidates.**
- The waitlisted candidates or candidates not called in 1st round may be called for documents verification cum admission process against the vacant seats, (if any), in successive rounds, as required. The same will also be intimated on the Institute website only as web notifications. **No separate intimation will be sent to candidates.**

Note: Admission will be offered subject to verification of original documents at the time of admission.

Cancellation of Admission Offer:

- The admission of a candidate will be automatically cancelled
 - (a) if any information provided in the application form is found incorrect or missing.
 - (b) those who fail to submit the marksheet of Class XII or equivalent qualifying examination in time as stipulated.

Note: Eligible SC/ST, OBC, PwD students admitted to above programmes at any of the Campus should submit their scholarship form in the Scholarship Section of the Campus for the academic year by February for processing scholarship to SC/ST, OBC, PwD students each year, as per UGC guidelines.

Sec 5. Total number of Seats, Reservations and Distribution of seats

The number of seats to be offered in 2019 for the following programmes at Off Campuses as given below:

| Campus | | No. of seats to be offered | | | |
|--------------------|-------|----------------------------|-----------|------------|-----------|
| | | BBA | | BCA | |
| | | Home State | All India | Home State | All India |
| Jaipur | | 30 | 30 | 30 | 30 |
| Lalpur (Ranchi) | Boys | 50 | 50 | 50 | 50 |
| | Girls | 50 | 50 | 50 | 50 |
| Noida | | 40 | 40 | 30 | 30 |
| Patna | | 40 | 40 | 30 | 30 |

Reservations:

- For all programmes at the Institute which are supported by any of the respective State Governments, the reservation criteria for the state quota are as per the norms of the respective State Government.
- For all other programmes the reservation criteria for SC & ST are as per the statutory norms of Central Govt. (SC -15% & ST - 7.5%)
- The Institute observes statutory reservation for Persons with Disability (5%).
- Upto 6% of the seats at its all Off Campuses are reserved for candidates who are sons and daughters of serving employees of BIT, who otherwise have qualified for admissions.
- Upto 1 seat at its all Off Campuses is reserved for candidates who are Sons or Daughters of Kashmiri Migrant who otherwise have qualified for admissions.
- At all Off Campuses 50% of the total seats are reserved for candidates who have passed / are appearing for their qualifying examination (Class XII) from the state in which Campus is located. (The "State of Eligibility" of a candidate for the purpose will be determined on the basis of location of his/her School / College where (s)/he has passed/is appearing for the qualifying examination / Class XII).

[In case sufficient numbers of suitable candidates from any group are not available, the Institute reserves the right to fill the seats from the other group].

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

Notes:

- The Institute reserves the right to lower the intake in a programme without showing any reason.
- The Institute also reserves the right not to offer a particular programme in case the number of students found to be eligible / admitted is less than sufficient in number.

Examples for selecting state of eligibility from drop down box while filling online application form:

| | State of Eligibility |
|--|----------------------|
| Class XII / Qualifying examination from Jharkhand | Jharkhand |
| Class XII / Qualifying examination from Rajasthan | Rajasthan |
| Class XII / Qualifying examination from West Bengal | West Bengal |
| Class XII / Qualifying examination from Uttar Pradesh | Uttar Pradesh |
| Class XII / Qualifying examination from Delhi | Delhi |
| Class XII / Qualifying examination from Andhra Pradesh | Andhra Pradesh |

Sec 6. Fee Structure

Fees payable [in INR] for the full-time BBA and BCA programmes at various Off Campuses for the 2019 Batch

Fee payable at the time of admission and in each subsequent semester

| Particulars | 1st Sem | 2nd Sem | 3rd Sem | 4th Sem | 5th Sem | 6th Sem |
|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Tuition Fee | 57000 | 57000 | 62500 | 62500 | 68500 | 68500 |
| Development Fee | 4000 | 4000 | 4500 | 4500 | 5000 | 5000 |
| Institute Exam Fee | 5500 | 5500 | 6000 | 6000 | 6500 | 6500 |
| Total | 66500 | 66500 | 73000 | 73000 | 80000 | 80000 |

| | |
|---|---------------------------|
| Additional amount to be paid at the time of admission: (i) Admission Fee (One time only) =Rs. 10,000.00 and (ii) Caution Money (One time only-Refundable) = Rs. 5,000.00 | Total Rs.15,000.00 |
|---|---------------------------|

Notes:

- All payments must be made online through State Bank Collect. For details, please go through the instructions given on the Institute website. **[Candidate may use the net banking or credit card payment through any nationalized bank].**
- Students will be expected to provide themselves with stationery and textbooks, etc, as prescribed for different subjects.
- The Institute reserves the right to revise the fees and other charges at any stage.
- For rules regarding refund of fees on withdrawal, please see separate Notice on Notice Boards.

Sec 7 (a). The Bachelor of Business Administration (BBA) 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), and PhD 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 to deliver guest lectures.

Need and Aim of the BBA Programme:

The mission of the BBA program is to equip the students with theoretical concepts, good communication skills and adequate business knowledge. The program also imparts requisite creative and ethical competency through intensive training for developing overall personality, thereby inculcating self confidence and team spirit of the student. The training pedagogy comprises 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 industry under fast changing virtual business environment. The graduates turn out to be well versed to opt for higher education or entry level managerial assignments. The former students of the BBA program of our institute are well placed in leading organizations in India and abroad, thereby adding laurels to their alma mater.

Academic System:

The 3 years full time program adopts a Semester system comprising of two semesters (Monsoon and Spring) in an academic year. The Monsoon semester is held during July to December while the Winter Semester is from January to May with sixteen weeks of class in each semester. The course structure includes Core Management subjects along with Functional electives in the areas of Finance, Marketing, Human Resources and Systems Management. The programme follows a combination of Progressive and End Semester Evaluation of student performance.

Sec 7 (b). The Bachelor of Computer Application (BCA) programme

The department of Computer Science & Engineering (CSE) at Birla Institute of Technology, Mesra was established with the commitment to motivate and nurture young minds for production of excellent manpower to meet the ever-changing needs of industry. Over the years, the department has succeeded in creating its place of excellence among its counterparts in the country and abroad. The department is committed to provide budding technocrats with expert guidance and latest laboratory facilities for their technical upliftment and developments of professional traits. At present the department is offering two (2) undergraduate programmes in B.Tech.(CSE) and B.Tech. (Information Technology) and six (6) postgraduate programmes, viz., M.Tech. (CSE), M.Tech.(Information Security), M.Tech.(Information Technology), MCA and Ph.D. in different fields of Computer Science. These courses have been designed keeping in view the requirement of our primary stake holders i.e. the students and their future prospects.

In view of the growing demand of IT professionals in the area of computer application, a course like BCA is the need of the hour, where students can apply the principles of computer science to solve problems arising in interfacing business and technology. In this direction the department is successfully producing BCA students since 1998 for girls at its extension center in Lalpur. This received a tremendous response and in 1990 two extra shifts were added to run the course for boys as well. Currently the BCA programme is being offered by the institute at its Off Campuses Jaipur, Lalpur, Noida, Patna, where students are exposed to various areas of computer applications including the latest developments in the industry and has been addressing the changing needs of IT industry by periodically updating the syllabus and including newer technology.

The primary objective of the course is to initiate young minds into the world of computer applications and provide them with a strong base in the domain of software. The course structure envelops all aspects required by a successful IT professional and on completion of the course, students will be absolutely ready to face the challenges of a dynamic and challenging industry.

After successful completion of this 3-years BCA course, students get placed in good organizations however, a large number of students also opt for higher education after completing the course.

Sec 8. 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. Each student admitted to any of the Institute's programmes must submit the two completed affidavits [one from candidate and one from parents] at the time of admission. [for details please see Sec-9 of this Information Brochure].

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:

In Force

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 9. Anti-ragging Affidavit

How can fill Online affidavits and Why?

1. It is mandatory for every student and his/her parents to submit an anti-ragging affidavit at the time of admission. These are UGC's regulations.
2. It is the order of the Hon. Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location.

It is a simple procedure comprising 3 steps

Step 1: Log on to

www.ANTIRAGGING.in

or

www.AMANMOVEMENT.org

Click on the button called 'On line affidavits'

Step 2: Fill in the information as desired and submit the form.

Step 3: On successful completion, you will receive affidavits, both for Students and Parents, through E-mail.

Note:

- **If you do not have an E-mail address, please create one before you fill an affidavit forms.**
- If your mother or father or guardian does not have a phone or a mobile phone or email then please give the numbers / email of their friends or relations or neighbors.
- If you do not have a mobile number, then please give the mobile number of your friend in the Institute.

After filling this form successfully, you will receive the Student's Anti Ragging Affidavit and the Parents Anti Ragging Affidavit in your Email. Please print both the Affidavits, sign them yourself, request your parents to read the details and request them to sign their affidavit and then submit both during admission.