

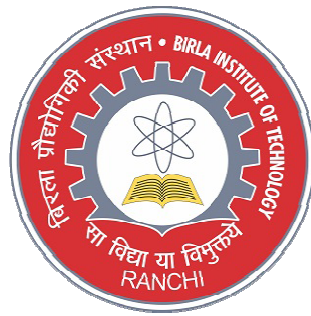
**INFORMATION BROCHURE
for
Admission to**

**The 2-Year (4-Semester) Full-Time
Master of Business Administration
(MBA)
Programme 2020-2022**

**at
Birla Institute of Technology, Mesra
(Main Campus)**

and

**its Off Campuses
Jaipur, Lalpur, Noida and Patna**



**BIRLA INSTITUTE OF TECHNOLOGY
(Deemed to be University u/s 3 of UGC Act 1956)
MESRA RANCHI – 835215
(Jharkhand)**

CONTACT DETAILS

Campus	Addresses and contact details
Mesra	<p>Dean Admissions & Academic Coordination Birla Institute of Technology Mesra, Ranchi - 835215 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 4469, & 2275868 (Direct) e-mail: admissions@bitmesra.ac.in</p> <p>For Information about MBA programme: Head, Department of Management Birla Institute of Technology Mesra, Ranchi - 835215 Phone: 0651-2275233</p>
Jaipur	<p>Director, Birla Institute of Technology, Off Campus 27, Malviya Industrial Area, Jaipur - 302017 Phone: 0141 - 4019819 / 4019798 e-mail: bitjaipur@bitmesra.ac.in</p>
Lalpur	<p>Director, Birla Institute of Technology, Off Campus Lalpur Ranchi 834001 Phone: 0651-2531229 / 2531817 e-mail: bitlalpur@bitmesra.ac.in</p>
Noida	<p>Director, Birla Institute of Technology, Off Campus A-7, Sector-1 Noida 201301 Phone: 0120-2440408 / 4264080/ 4263080 / 2553661 /2553662 e-mail: bitnoida@bitmesra.ac.in</p>
Patna	<p>Director, Birla Institute of Technology, Off Campus Near Patna Airport, P.O. Bihar Veterinary College, Patna - 800014 Phone: 0612- 2223545, 9264450104 e-mail: bitpatna@bitmesra.ac.in</p>

Please visit our Institute website for addresses and contact details of our other Off Campuses

For queries about the MBA programme, please contact the Head, Department of Management at Mesra. For admission related queries, you may please contact the Admission Office at Mesra. For queries about any Off Campus, please contact Director of the respective Campus. (Please see directory on Institute website for contact details).

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IMPORTANT DATES

Filling of Online Application Form begins	28 th January 2020
Last date for Applying Online	15 th March 2020
Display of Campus-wise list of short-listed candidates to be called for GD & PI [to be notified on the Institute website / Notice Boards of concerned Campuses]	20 th March 2020
Tentative dates for GD & PI (short-listed candidates)	3-4 April 2020
Declaration of First Selection List	6 th April 2020
Classes will commence from 2nd / 3rd week of July 2020 at all Campuses (exact date will be announced at later stage)	

Important Note:

1. All dates mentioned above are tentative, and liable to be changed. Hence, please check Institute website periodically.
2. Please fill and submit the application form online only, take printout of the same and retain with you as the same will be required to carry at the time of reporting for the GD & PI.

Sec 1. Admission to MBA programme 2020 - an Introduction and How to Apply

Master of Business Administration (MBA) programme at the Birla Institute of Technology, Mesra, Ranchi is of 2 years, duration.

How to Apply:

1. To fill online application form, click on the link “**CLICK HERE TO APPLY ONLINE**” to register for the programme 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.2,500/- (General / OBC candidates) and Rs.1,500/- (SC/ST candidates) through ICICI payment Gateway (candidates may use net banking / debit card / credit card of any nationalized bank) till the last date of application process. **Fee once remitted shall not be refunded under any circumstances.**
3. The candidates may select the choice of place for study **MAXIMUM OF THREE CAMPUSES**, in order of preference from the prompt. **Candidates will not be permitted to alter their preferences at a later stage.**
4. **Candidates should proceed to fill the Online Application Form only after they satisfy themselves that they fulfill all the eligibility criteria.**

Form / Application ID / Numbers:

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

Sec 2. Eligibility Criteria

- 1) Candidates must have appeared in one of the following competitive examinations and having valid score / percentile.
 - **CAT 2019**
 - **XAT 2020**
 - **CMAT 2020**
 - **MAT SEPT – 2019, MAT DEC-2019 & MAT FEB-2020**
- 2) Candidates must hold a Bachelor's Degree or equivalent qualification of any of the Universities incorporated by an act of the central or state legislatures in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India / AIU. This degree must entail a minimum of three years of education after completing higher secondary schooling [Class 12 or equivalent] (10+2+3 system).
- 3) Candidates must have minimum 50% marks or equivalent CGPA in Honours / aggregate (45% for SC/ST) in graduation. *[The percentage of marks obtained by a candidate in the bachelor's degree would be calculated based on the practice followed by the University / Institution from where the candidate has obtained the degree]*
- 4) Candidates appearing for final examinations of their Bachelor's programme in 2020 can also apply, provided they have obtained requisite marks or equivalent (as per item 3 above) based on latest available grades / marks at the time of applying, and if selected can join the programme provisionally.

At the time of reporting for the 'GD & PI' such applicant must bring a certificate in original from the Principal of Institute stating that:

- a) by **30th June 2020**, he/she will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.
- b) He/she has obtained requisite marks or equivalent (as per item (3) above), based on latest available grades / marks.

Selected candidates will be required to sign an undertaking at the time of admission on Non-Judicial Stamp Paper of Rs. 20/- (as per format given in Sec-10).

Further, their admission will be confirmed only when they submit the marksheets and a certificate of having passed the Bachelor's degree / equivalent qualification with requisite marks as per item (3) above. They must submit proof of passing their final examinations with requisite marks by 31st October 2020. Non-fulfillment of this condition will automatically result in the cancellation of the admission.

- 5) **Candidates with qualifications acquired through correspondence or distance-learning programmes are eligible only if (a) the programmes are recognized by the DEC-IGNOU (b) they have passed the qualifying examination at the time of applying, with minimum requisite marks in average calculated as per item (3) above. They must carry original copy of pass certificate, marksheets of qualifying examination and proof of Institute recognized by the DEC-IGNOU along with their application during the GD & PI. Appearing candidate in distance learning programmes, whose results are yet to be declared, are not eligible to apply.**

Notes:

(1) 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>).

(2) In case, any Board / University awards grades instead of marks, the calculation of equivalent marks would be based on the procedure prescribed by the Board / University. In case, a University does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing obtained CGPA with the maximum possible CGPA and multiplying the resultant with 100.

(3) At any level of the studies [Class X, Class XII or Graduation], a candidate / applicant must have passed all the required subjects at that level from the same Board/ University.

Sec 3. Group Discussion, Personal Interview (GD&PI) and Selection Procedure

- The Campus-wise list of short-listed candidates to be called for 'GD & PI' will be notified on the **Institute website and Notice Boards of concerned Campus by 20th March 2020. No separate intimation will be sent to candidates.** Candidates should thus check Institute website <http://www.bitmesra.ac.in> periodically for any updates or matters pertaining to the admission.
- Candidates will be short-listed for 'Group Discussion & Personal Interview' based on their Total Percentile / Scores in CAT 2019 / XAT 2020 / CMAT 2020 / MAT Sept-2019 or MAT Dec-2019 or MAT Feb-2020.
- The Group Discussion & Personal Interview will be conducted at Mesra (Main Campus), Jaipur, Noida and Patna Campuses during **3-4 April 2020. Exact date will be announced along with list of candidates to be called for GD & PI.**
- Candidates, whose names appear in the list of short-listed candidates should come to attend the GD & PI. They are advised to carry the required set of documents / certificates along with online Application Form at the time of reporting for GD & PI [**please see Sec-4 for details**].

Selection Procedure

- 1) **Provisional selection will be based on performance of the candidate in Group Discussion & Personal Interview (GD & PI) and**
- 2) Based on various reservation criteria of State and Central Govt. [see section 5 for distribution of seats at each Campus]. However, candidates must meet the minimum academic requirements [**refer eligibility criteria in Sec-2**].

Selection lists, along with procedures for admissions, will be notified only after the GD&PI process at all Campuses is over, on the Institute website <http://www.bitmesra.ac.in> and Notice Boards of concerned Campus only. **No separate intimation will be sent to candidates.**

Selected candidates will be required to take admission by the dates given, at the Campus of selection by depositing admission fee and required original certificates. 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 concerned Campuses only. **No separate intimation will be sent to candidates.**

Cancellation of Admission Offer:

The admission of a candidate will be automatically cancelled –

- **If any information provided in the application form is found incorrect or missing.**
- **Those who fail to submit the final degree / qualifying examination in time as stipulated or fail to secure minimum eligible marks in the degree / qualifying examination.**

Note: Eligible SC/ST, OBC, PwD students admitted to MBA programme 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 4. Documents to carry at the time of reporting for GD & PI

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

1. A print-out of the duly completed online form (original copy)
2. One recent colour photograph – [same as uploaded on the form]
3. **Original of the following documents / certificates:** Candidates must carry the originals of the following documents at the time of reporting for GD & PI, as well as one set of photocopies:
 - a). Pass certificate and Marksheet of Class 10
 - b). Marksheet of Class 12 / Intermediate or equivalent
 - c). Marksheets of Graduation for graduatesOR
 - d). Marksheets upto pre-final year for candidates graduating in 2020. They must also bring a certificate in original from the Principal of Institute stating that:
 - i. By **30th June 2020**, he/she will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.
 - ii. He/she has obtained requisite marks or equivalent, based on latest available grades / marks.
 - e). **Candidates with qualifications acquired through correspondence or distance-learning programmes (DEC-IGNOU) must carry a proof of pass certificate, marksheets of graduation and Institute recognition by the DEC-IGNOU.**
 - f). Printout of Admit Card / Hall Ticket of CAT 2019 / XAT 2020 / CMAT 2020 / MAT Sept -2019 or MAT Dec-2019 or MAT Feb-2020 [as received by e-mail]
 - g). Printout of Score Card of CAT 2019 / XAT 2020 / CMAT 2020 / MAT Sept -2019 or MAT Dec-2019 or MAT Feb-2020.
 - h). Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO.**
 - i). Candidates belonging to other special categories mentioned in Sec 5 (Persons with Disability [PwD], Kashmiri Migrant and Ward of BIT employee) must provide photocopy of certificate in proper format from appropriate authority.
 - j). Photo identification: (Driving license, Passport, PAN Card, Voter ID, College ID, Aadhaar Card, Employee Identification Card are acceptable)

Without original of above documents / certificates, no candidates will be permitted to appear in the GD & PI.

Documents required at the time of admission:

If selected, candidates will be required to show originals of the above documents / certificates and submit the following certificates in original along with one set of the photocopies of all above documents / certificates and requisite fees.

1. Migration certificate
2. College leaving certificate
3. Caste / category certificate, if applicable (for one semester only)

Sec 5. Total Number of Seats, Seat Distribution and Reservations

Total number of seats to be offered in the session 2020-21 for the MBA programme at various Campuses as per the details given hereunder:

Campus	No. of seats available	
	Home State	All India
BIT Jaipur	30	30
BIT Lalpur	60	60
BIT Mesra (Main Campus)	60	60
BIT Noida*	30	30
BIT Patna	30	30

* Home state includes whole NCR

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 1 seat at all Campuses is reserved for candidates who are Sons or Daughters of Kashmiri Migrant who otherwise have qualified for admissions.
- Upto 6% of the total seats at its Off Campuses are reserved for candidates who are sons and daughters of serving employees of BIT, who otherwise have qualified for admissions.
- At all Campuses 50% of the total seats are reserved for candidates who have passed / are appearing for qualifying examination (graduation) from the state in which Campus is located. The "State of Eligibility" of a candidate for the purpose will be determined based on location of his/her College where (s)/he has passed/is appearing for the qualifying examination / graduation.

[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.

Note: Please select the state of eligibility while filling the application form. (Examples):

	State of Eligibility
Qualifying examination (graduation) from Jharkhand	Jharkhand
Qualifying examination (graduation) from Rajasthan	Rajasthan
Qualifying examination (graduation) from West Bengal	West Bengal
Qualifying examination (graduation) from Uttar Pradesh	Uttar Pradesh
Qualifying examination (graduation) from Delhi	Delhi
Qualifying examination (graduation) from Bihar	Bihar
Qualifying examination (graduation) from Uttarakhand	Uttarakhand

Sec 6. Fee Structure

Fees payable [In INR] for the full-time MBA programme at various Campuses for the Batch 2020

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

Particulars	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Tuition Fee	112500	112500	124500	124500
Development Fee	7500	7500	8500	8500
Institute Exam Fee	5500	5500	6000	6000
Sub-Total	125500	125500	139000	139000
Hostel Seat Rent, Electricity and Transport etc. (For Main Campus at Mesra)	16000	16000	21000	21000
Hostel Seat Rent, Electricity and Transport etc. (For Patna Campus) #	13500	13500	14500	14500

Hostel facility at BIT Patna Campus is available for Girls candidates only

Additional amount to be paid at the time of admission:

- (i) Admission Fee (One time only) = Rs.15,000.00
- (ii) Caution Money (One time only-Refundable) = Rs.10,000.00

Total = Rs. 25,000.00

Notes:

1. Hostel facilities are available only at Mesra and Patna Campuses. Hostel mess charges at Mesra & Patna campuses will be approximately Rs.3,000/- per month.
2. In addition to above, students at Mesra & Patna Campuses will also be required to deposit Hostel Caution Money* (One Time only - Refundable) of Rs.5,000 and suitable mess advance at the beginning of each semester, which will be adjusted against their mess charges / expenditure. For the session 2020-21, this mess advance will be Rs. 20,000/-. [Rs. 15,000.00 for Girls at Patna campus).

For BIT Mesra – Hostel Caution Money (One Time only – Refundable) and Hostel Mess Advance (each semester) are payable through DD in favour of “BIT Welfare Society” payable at Ranchi.

3. All fees must be paid by **crossed Demand Draft in favour of “Birla Institute of Technology” payable at Ranchi (for admission at Mesra or Lalpur), and payable at Jaipur (for admission at Jaipur Campus), payable at Noida (for admission at Noida Campus) and payable at Patna (for admission at Patna Campus)**
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.

Sec 7. The Master of Business Administration Programme

The Department of Management was established in the year 1979 with the aim of serving the growing need for qualified professionals who could harness the resources of the country to achieve its development goals. The department has continuously strived to achieve this aim by maintaining the highest standards in the Postgraduate (MBA) and Doctoral Programmes offered by it since its inception.

The vision of the department today is to be recognized as a frontrunner in Management education in the country in consonance with the social, economic and ecological environment while striving to contribute to nation building through excellence in research and development activities

Programme Educational Objectives (PEO) of the MBA Programme

1. To impart knowledge of the fundamentals of Management theory and its application in problem solving.
2. To develop capabilities to select and apply appropriate tools for decision making required for solving complex managerial problems.
3. To develop capabilities in students to independently conduct theoretical as well as applied research.
4. To develop sound knowledge of the entrepreneurial process and inculcate creativity and innovation among students
5. To produce industry ready graduates having highest regard for Personal & Institutional Integrity, Social Responsibility, Teamwork and Continuous Learning

The department follows the philosophy of Outcome Based Education and therefore the teaching – learning process is student centric. The pedagogy is practical, hands on and real time, rather than merely theoretical. Case studies, Problem Solving Exercises, Role- Plays, Management Games and Presentations are extensively used. The curriculum is planned to facilitate learning in theory and practice of all aspects of the discipline of management ensuring the achievement of all the learning outcomes stated below.

On successfully completing the MBA program the student will be able to:

- Demonstrate the knowledge of management science to solve complex corporate problems using limited resources
- Review literature, define and analyze management research problems.
- Identify business opportunities, design and implement innovations in workspace.
- Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to management practice.
- Apply ethical principles for making judicious managerial decisions.
- Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- Communicate effectively with various stakeholders.
- Engage in independent and life-long learning

The MBA programme structure comprises of 4 semesters. The curriculum of the first two semesters provides the foundation in “basic management” courses. The curriculum of third and fourth semester focuses on imparting in-depth training in conceptual and practical aspects of functional and sectoral specialization and integrating courses. The programme is implemented with a very flexible choice-based credit system.

The curriculum offers dual Functional Specialization along with Sectoral Specialization. Functional Specialization courses are offered in the following broad areas:

- **Finance**
- **Human Resources**
- **Marketing**
- **Business Analytics**
- **IT & Operations**

The Sectoral Specialization equips a student with specialized competencies for a chosen sector of industry. One foreign language is included as a core subject in the curriculum to fulfil the objectives of developing global competencies in students.

MBA Course structure Based on CBCS & OBE model

SEMESTER – I

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT401	Organisation and Management	2-0-0	2
MT402	Financial Accounting and Management	3-0-0	3
MT403	Organisational Behaviour	2-0-0	2
MT404	Marketing Management	3-0-0	3
MT405	Quantitative Techniques for Management	3-0-0	3
MT 406	Information Technology Management	2-0-0	2
MT 407	Management of Manufacturing Systems	2-0-0	2
MT 408	Managerial Economics	2-0-0	2
MT 409	Business Communication – I	2-0-0	Non Credit
Total Credits:			19

SEMESTER – II

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT410	Human Resource Management	2-0-0	3
MT411	Business Research	3-0-0	3
MT412	Operations Research	3-0-0	3
MT413	IT enabled Business Intelligence	3-0-0	2
MT414	Strategic Management	2-0-0	2
MT415	Cost Management	3-0-0	3
MT416	Business Communication – II	0-0-2	1
MT417/MT418	French /German	3-0-0	3
MT 419	Legal Environment for Business	2-0-0	2
Total Credits			22

SEMESTER –III

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT 560	Summer Internship	-	Non Credit
See Annexure-I	Programme Elective- I	-	8
See Annexure-I	Programme Elective- II	-	8
See Annexure-I	Programme Elective- III Sectoral	-	2
Total Credits			18

Semester – IV

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT 501	Entrepreneurship	1-0-0	1
MT 502	Business Ethics and CSR	1-0-0	1
MT 503	Project	3-0-0	3
See Annexure-I	Programme Elective- I (Functional)	4-0-0	4
See Annexure-I	Programme Elective- II (Functional)	4-0-0	4
See Annexure-I	Programme Elective- III (Sectoral)	4-0-0	4
Total Credits			17
GRAND TOTAL FOR MBA PROGRAMME			76 Credits

Annexure – I

Programme Electives

Financial Management:

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT504	Management of Financial Services	2-0-0	2
MT505	Investment and Portfolio Management	2-0-0	2
MT506	Corporate Finance	2-0-0	2
MT507	International Finance	2-0-0	2
MT508	Corporate Taxation	2-0-0	2
MT509	Management of Financial Derivatives	2-0-0	2
MT510	Corporate Accounting	2-0-0	2
MT511	Strategic Cost Management	2-0-0	2
MT512	Behavioral Finance	2-0-0	2

Marketing Management:

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT513	Consumer Behavior	2-0-0	2
MT514	Marketing Research	2-0-0	2
MT515	International Marketing	2-0-0	2
MT516	Industrial Marketing	2-0-0	2
MT517	Retail Management	2-0-0	2
MT518	Services Marketing	2-0-0	2
MT519	Sales and Distribution Management	2-0-0	2
MT520	Brand Management	2-0-0	2
MT521	Advertising and Integrated Marketing Communication	2-0-0	2
MT522	Social Marketing	2-0-0	2

Human Resource Management:

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT523	Human Resource Planning	2-0-0	2
MT524	Industrial Relations & Labor Laws	2-0-0	2
MT525	Recruitment, Selection and Training	2-0-0	2
MT526	Organizational Change and Development	2-0-0	2
MT527	Organizational Theory and Design	2-0-0	2
MT528	Compensation and Rewards	2-0-0	2
MT529	Performance Management Systems	2-0-0	2
MT530	Individual and Group Behavior	2-0-0	2
MT531	Strategic Human Resource Management	2-0-0	2

IT & Operations Management:

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT532	Decision Science for Business Modeling	2-0-0	2
MT533	Operations Strategy and Supply Chain Management	2-0-0	2
MT534	Distribution and Logistics Management	2-0-0	2
MT535	Purchasing Strategy, Sourcing and Contracting	2-0-0	2
MT536	Operations Planning and Control in Supply Chain Management	2-0-0	2
MT5037	Total Quality Management and Six Sigma	2-0-0	2
MT538	R.D.B.M.S.	2-0-0	2
MT539	Business Data Communication	2-0-0	2
MT540	Enterprise Resource Planning	2-0-0	2
MT541	Programming Technology – I (C++)	2-0-0	2
MT542	Programming Technology –II (Java Application)	2-0-0	2
MT543	Software Engineering	2-0-0	2
MT544	Multimedia and Web Designing	2-0-0	2
MT545	System Analysis and Design (SAD)	2-0-0	2
MT546	Computer Aided Management	2-0-0	2

Business Analytics:

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT547	Business Forecasting	2-0-0	2
MT548	Data Visualization for Managers	2-0-0	2
MT551	Data Science using R	2-0-0	2
MT552	Marketing Analytics	2-0-0	2

Sectoral Electives:

Insurance & Bank Management:

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT553	Bank Management	2-0-0	2
MT554	Insurance Management	2-0-0	2
MT555	Risk Management	2-0-0	2
MT556	International Banking	2-0-0	2

Operations and Manufacturing Management:

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT557	Technology Management	2-0-0	2
MT558	Supply Chain Management	2-0-0	2
MT559	Manufacturing Planning and Control	2-0-0	2

Hospitality Management:

SUBJECT CODE	NAME OF SUBJECT	(L-T-P)	Credits
MT561	Hotel Management	2-0-0	2
MT562	Tourism Management	2-0-0	2
MT563	Introduction to Front Office & Accommodation Operations	2-0-0	2

Sec 8. Training & Placement

The Campus Recruitment Programme of BIT Mesra has, for more than three decades, successfully met the needs of management executives of different sectors of the Industry. The Training & Placement (T&P) Division maintains a steady rapport with the partnering organisations and sometimes several organisations prefer to contact through on-line registration modules on the official website of the institute. In addition to T&P activities, the division is also engaged in organising placement seminars and workshops, conducting training programs and guest lectures by industry captains and alumni of our institute. The T&P division is well equipped with well-trained experienced executives and staff as well as devoted student coordinators who take an active part to conduct the placement process efficiently. Moreover, our well established and accomplished alumni play very important role for making the process robust. Like previous years good number of reputed companies visited our campus during 2018-2020 for placement and internship of our MBA students, which include Federal Bank, Godrej, Prism Johnson, Bandhan Bank, Bajaj Electricals, Utkarsh Small Finance Bank, HDFC Bank, HDFC Ltd, ICICI Bank, ICICI Securities, Aditya Birla Fashion Retail, Mahindra Finance, Byjus, Netscribes, ITC, TATA AIG, Affine Analytics, Collabera Technologies and others. With salary range from Rs. 4.0 Lacs to Rs. 9.0 Lacs p.a. Few students of the batch have also opted for pursuing research in their respective domains.

Sec 9. Discipline, Rules & Regulations, Hostel and Medical Examination

Institute Rules & Regulations: For details of Institute rules and regulations, please see booklet provided at the time of admission/ registration for the 1st semester.

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 Hostel rules 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 or Hostel Warden 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 College. 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 Hostel Mess / 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-11 of this Information Brochure].

Hostel

Hostel facilities are provided only at Mesra and Patna Campuses. All students admitted at Mesra (boys & girls both) & Patna (girls only) are required to reside in one of the Institute hostels, to which they are allotted and must take food along with other inmates of the hostel in the common mess. There are separate hostels for girls' students.

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.

The Institute at Mesra is located in a spacious green campus. There are small forests with a large number of trees – mostly sal trees which are native to Chotanagpur. These sal trees and a number of other trees and plants have their flowering season during mid-February to early April, and this sometimes leads to a large pollen content in the air. It has been noted that some people who are allergic or susceptible to pollen from these sal trees / other plants may develop some health problems / breathing problems or their existing problems may be aggravated during these weeks, as also during some other months of the year when other plants flower. Thus, such candidates who are known to be sensitive or susceptible to pollen from trees or other plants are required to get allergy tests done / take advice from their physicians / a specialist before taking admission at Birla Institute of Technology, Mesra, Ranchi.

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 10. Undertaking for candidates appearing for final examinations in 2020

Format of undertaking to be typed and submitted on Non- Judicial stamp Paper of Rs. 20/-, signed by Public Notary, at the time of admission by those candidates who are selected for the MBA Programme of the Institute, and who are appearing for their final examinations in 2020.

Please fill in all blanks, select relevant items and delete what is not applicable.

1. I, _____ S/o _____
resident of _____ P.S. _____

Dist. _____ hereby declare that I am fully aware that minimum marks for admission to MBA Programme of the Birla Institute of Technology is% (.....% for SC/ST) in Honours / aggregate of all subjects in all years in graduate level and therefore I shall be disqualified for admission to MBA Programme of Birla Institute of Technology, if I do not secure minimum% marks (..... % for SC/ST) in Honours / aggregate of all subjects in all years in graduate level or equivalent eligibility qualification.

2. I belong to General / SC / ST / BC-I or BC-II Category (strike out whichever is not applicable)

3. I do hereby undertake that since I have been provisionally allowed to appear in the selection procedure to MBA Programme although my graduation / equivalent eligibility qualifying examination has not yet been published, I shall not insist on extension / conversion of the provisional admission, if

(a) I fail to secure minimum% marks (.....% for SC/ST) in Honours / aggregate in all subjects in all the years in such graduation or equivalent eligibility qualifying examination, or

(b) I fail to produce the official result by the **31st October 2020**.

4. I undertake that all the certificates / documents submitted by me are authentic and are issued by competent authority.

5. I undertake that if at any time during the programme I am found not to be eligible for admission for not having required marks in graduation, my admission shall be cancelled.

Counter Signed by

(Guardian)
Name & Address in Block Capitals

Name _____

Address _____

(Applicant)
Name & Address in Block Capitals

Name _____

Address _____

Sec 11. 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 'Online 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 form.**
- 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.