

UNIVERSITY POLYTECHNIC
BIRLA INSTITUTE OF TECHNOLOGY, MESRA: RANCHI
INSTRUCTIONS FOR JOINING ONLINE INTRODUCTION/INTERVIEW CUM - COUNSELLING

1. Online counselling will be conducted through Google Meet App.
2. Get prepared: **Download** the Google Meet App on your mobile click on the link: <https://play.google.com/store/apps/details?id=com.google.android.apps.meetings> and then tap on 'Install'.
3. All candidates and parents (even those who have counseling on any other date) are requested to connect with us for a half an hour **Introductory Session**. Your queries (if any) will also be answered there.
Date : 7th September, 2021
Time: 9:15 AM
Google Meeting Link will be shared by 9:05 AM.
4. Separate Meeting Link will be used for Interview cum counselling. The meeting link will be mailed at least 10 minutes before counselling (time slot allotted to each candidate will be displayed on the institute website). To connect follow the following steps:
 - i) Click on the meeting link.
 - ii) Click 'Ask to join'.
 - iii) When access is given by us, you'll join it.
5. **For any queries, call our team member on 9570208613.**

NOTE:

1. Link will be shared on the Registered email ID, 10 minutes before the meeting.
2. Those who have used email of Cyber Café etc should make us available SMS or What's App their personal email ID (which you can access any moment) on **9570208613** at the earliest. **Also mention your Application Form Number.**

UPLOAD DOCUMENTS FOR VERIFICATION

All candidates are required to upload the scanned copies of the following original documents before they appear for counselling:

1. Class 10th Marks Sheet, Class XII/ITI (Compulsory)
2. Caste Certificate (if applicable)
3. Residential Certificate
4. Choice of Branch (Filled up and signed by candidate and his/her guardian)

Click here to Upload Documents <https://forms.gle/8eH6AMgd53CCY4tF9>

If 'Caste Certificate' or 'Residential certificate' is not issued then upload one of the following:

1. Acknowledgement of application, or
2. Declaration for submission (printed or hand-written).

Formats for declarations and choice of branch are provided on the following pages. **Upload only the required page against appropriate upload option.**