

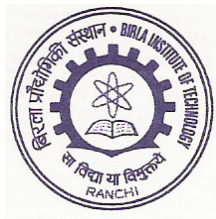
**INFORMATION BROCHURE - 2014**  
**for**  
**Admission to Undergraduate Programmes**

**in**

**3-year (6-Semester) full-time**  
**Bachelor of Business Administration (BBA)**  
**Bachelor of Business Economics (BBE)**  
**Bachelor of Computer Application (BCA)**

**at**

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



**BIRLA INSTITUTE OF TECHNOLOGY**

(Deemed University under section 3 of UGC Act 1956)

**Mesra, Ranchi - 835215**

Jharkhand, India

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

## CONTENTS

**Sec 1: Introduction and How to apply**

**Sec 2: Eligibility Criteria for BBA, BBE and BCA programmes**

**Sec 3: Guidelines for filling the Online Application Form**

**Sec 4: List of enclosures required with the completed application form**

**Sec 5: Documents required at the time of reporting for documents verification cum admission & Selection Procedures**

**Sec 6: Total number of seats, Reservations and Distribution of seats**

**Sec 7: Financial Information and fees payable**

**Sec 8: The BBA programme**

**Sec 9: The BBE programme**

**Sec 10: The BCA programme**

**Sec 11: Discipline, Rules & Regulations and Medical Examination**

**Sec 12: Contact Details of Allahabad, Jaipur, Kolkata, Lalpur, Noida and Patna Off Campuses**

**Sec 13: Anti-ragging Affidavit**

## IMPORTANT DATES

<b>Filling of online form commences on</b>	<b>17 May 2014</b>
<b>Filling of online form closes at 7 pm on</b>	<b>18 June 2014</b>
<b>Last date for receipt of printouts of duly completed online forms + Crossed Demand Draft at BIT Mesra, Ranchi</b>	<b>23 June 2014</b>
<b>Display of Campus-wise list of short-listed candidates called for documents verification cum admission (for 1<sup>st</sup> round) on the Institute website / Notice Boards of concerned Off Campuses</b>	<b>30 June 2014</b>
<b>Classes will commence from 1<sup>st</sup> August 2014 at all BIT Off Campuses</b>	

**Note: All the dates mentioned above are tentative, and liable to be changed. Hence, please check Institute website periodically.**

## Sec 1. An Introduction and How to Apply

This Information Brochure covers admissions to the following full-time 3-year (6-semester) programmes at the various Off Campuses, which will commence in August 2014.

Programme	Campus
Bachelor of Business Administration (BBA)	BIT Allahabad, BIT Jaipur, BIT Kolkata, BIT Lalpur, BIT Noida and BIT Patna
Bachelor of Business Economics (BBE)	BIT Jaipur, BIT Noida and BIT Patna
Bachelor of Computer Application (BCA)	BIT Allahabad, BIT Jaipur, BIT Kolkata, BIT Lalpur, BIT Noida and BIT Patna

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

To apply for the above programmes 2014, eligible candidates must complete and submit the online application form available 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)
  - crossed Demand Draft for **Rs.2,500/- General (Rs.1,500/- for SC/ST)** candidates (non-refundable) in favour of '**Birla Institute of Technology**', payable at **Ranchi**.
  - send in a A4 size envelope by Speedpost / reliable courier (means by which sender may track its movement on internet) to the office of **Dean, Admissions & Academic Coordination, Birla Institute of Technology, Mesra, Ranchi – 835215, to reach positively by the due date.**
- Write "name of course applying for" on top of the envelope.

### **Important Instructions:**

1. You can use the Online Application Form to apply for the above programmes of the Institute at any 1 or any 2 or all six campuses [Choices of Place for Study], by clicking the appropriate check box against the names of the Campus. However, you must select **ALL your choices before you 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 Campus by hand on the printout of the form, as these will not be saved to the database.**
2. **Please do not print a blank form and fill it by hand as this will not be accepted.**
3. Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.
4. **Applications reaching us after the due date are liable to be rejected / may not be processed.**
5. Name and Address of the candidate needs to be mentioned on the reverse of the Demand Draft.
6. Candidates should retain photocopies of the Demand Draft and online application form submitted for future reference.
7. Candidate must have adequate proficiency in written & spoken English to cope with the programme as all instruction and examinations will be in English only.

**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 called for documents verification cum admission will be notified on the Institute website by 30 June 2014. 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 respective Campus. (Please see directory on the Institute website / Sec .12 for contact details of Mesra and all Off Campuses).

## Sec 2. Eligibility Criteria for BBA, BBE and BCA programmes 2014

### Eligibility Criteria:

Sl.No.	Programme	Campus	Eligibility criteria
1	BBA	Allahabad, Jaipur, Kolkata, Lalpur, Noida and Patna	(a) Candidates must have 60% (55% for SC/ST/PwD) marks in Class X*. (b) Candidates must have passed Class XII* / Equivalent Qualifying Examination with minimum 60% (55% for SC/ST/PwD) marks with English as a subject in the qualifying examination.
2	BBE	Jaipur, Noida and Patna	(a) Candidates must have 60% (55% for SC/ST/PwD) marks in Class X*. (b) Candidates must have passed Class XII* / Equivalent Qualifying Examination with minimum 60% (55% for SC/ST/PwD) marks with English as a subject in the qualifying examination.
3	BCA	Allahabad, Jaipur, Kolkata, Lalpur, Noida and Patna	(a) Candidates must have 60% (55% for SC/ST/PwD) marks in Class X*. (b) Candidates must have passed Class XII* / Equivalent Qualifying Examination with minimum 60% (55% for SC/ST/PwD) marks with English and Mathematics / Computer Science / Information Practices as subjects in the qualifying examination.

\* The percentage of marks in Class X and Class XII / equivalent qualifying examination shall be considered on the basis of 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 1989 in case of General category and 1 October 1984 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: Guidelines for filling the Online Application Form

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

#### General Guidelines:

1. Before applying online, candidates are advised to download the composite Information Brochure 2014 (pdf) and read it carefully.
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; otherwise, the form may be rejected.
3. Please ensure that all information provided is correct and accurate. Admission on false information and certificate will be ipso facto null & void and also punishable under the various provision of Indian Penal Code.
4. 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 "**Confirm & Continue**" button, the Form is set to read only. You may however return to the form to view or print it again.
5. Candidates who seek admission under any reservation category:
  - a) **All candidates belonging to the SC and ST categories must obtain caste certificates which should be in proper format, and should be signed by appropriate authority of rank not less than SDO. They must enclose photocopy of the same.**
  - b) Candidates belonging to other special categories mentioned in Sec 6 [Persons with Disability (PwD) / Ward of BIT employee] must provide photocopy of certificate in proper format from appropriate authority.

#### Specific Guidelines:

6. While filling the form please note the following:
  - a) On opening the webpage by clicking the link ["**Click here to Apply Online**" (under the relevant programme heading)] on the homepage of our website you will see a button to 'Continue'. Click on the button. Read '**eligibility criteria**' and '**instructions**' carefully before you proceed to click on the button to 'Continue'. [Alternatively, you may keep a print-out of this page in hand as ready reference]
  - b) A new page will open where you will see 2 options:
    - If you have not registered before and you are accessing this for first time **click here**
    - **Or**, in case you have already registered and created a profile using a 'username' and a 'password', re-enter the same in the box and click on 'Login'. All the previous information that you have saved by using the option 'Create Login' will be available to you on the screen.
  - c) **For first time users:** you will be prompted to enter the following details on a new screen that will appear. Follow the instructions & fill correctly using instructions given below ['d' to 'j']:
  - d) **Name:** Type your name (**IN BLOCK LETTERS**) as appears in your pass certificate of Class X. Type name in the following format: First Name, Middle Name(s) and Surname.
  - e) **Date of Birth:** Select the appropriate Date, Month and Year in the given boxes.
  - f) **Gender:** Click on the appropriate radio button.
  - g) **Caste:** Click on the appropriate radio button.
  - h) **Other Category:** Click on the appropriate check box (See also instruction (5-b)).
  - i) **Course Applying For:** Click on the appropriate radio button.
  - j) Enter any chosen '**username**' [may be short form of your name] and '**password**' in the appropriate boxes. Click on '**Create Login**'.

.....  
[At this stage, basic details filled by you will be saved for future. You will be prompted 'Login Created Successfully'. You may view your details and proceed further or stop for now and come back later at a different time / sitting as well by using the same password and username]  
.....

- k) **Father's Name, Mother's Name:** Type names in the following format: 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. / Mrs. / Sri / Smt. etc.
- l) **State of Eligibility:** Please select appropriate state (from drop down box) from which you have passed the Class XII or equivalent qualifying examination [i.e., state in which your School / College is located where you have completed Class XII / equivalent qualifying examination].
- m) **Choice of Place for Study (Campus):** Click the appropriate check box / boxes [Candidates must exercise all their Choices online only before clicking the "Confirm & Continue" button to take a printout of the form].
- n) **Educational Record: Percentage of marks in Class X and Class XII:** Calculate as mentioned under eligibility criteria (Please keep photocopies of your mark sheets and pass certificates of Class X and Class XII / equivalent qualifying examination in hand for reference).
- o) Please fill name of Board / University for Class X and Class XII /equivalent qualifying examination and 'Year of Passing' referring to the photocopies of the aforesaid marksheets/ pass certificates.
- p) Please fill name of the Class XII /equivalent qualifying examination referring to the photocopy of the aforesaid marksheet/ pass certificate [Type I.Sc. / I.Com / IA or as the case may be (qualifying examination)].
- q) Write all the subjects that you passed in Class X and Class XII /equivalent qualifying examination in the appropriate box: e.g. Phys, Math, Stat, Eng, Eco, etc
- r) Indicate percentage of total marks secured for Class X and Class XII / equivalent qualifying examination in appropriate box.
- s) **School / College Details:** Please fill the details [qualification, name of School/ College, address & telephone number] referring to relevant papers of your own School / College. You should note these down in a piece of paper beforehand. [**Qualification:** Type I.Sc. / I.Com / IA or as the case may be (qualifying examination)].
- t) **Address for Communication:** Type the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
- u) **Permanent Address:** Type the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
- v) **E-mail ID:** Type your E-mail ID (if any)
- w) Please ensure that you have chosen the option either 'Yes' or 'No' regarding RTI provisions in the Online application.
- x) **DD Details:** Please fill the Demand Draft details (keep Demand Draft in hand for reference)

.....  
At this stage, you will see 2 different buttons: 'Save & Exit' and 'Submit'. If you have fully completed: click on 'Submit'. If you have not completed filling everything click on 'Save & Exit'. You will be able to enter once again only using your 'username' and 'password' to complete all the required details.  
.....

- y) **Declaration and Undertakings:** After filling the above details, your on-line form filling is complete. Submit online and then take a print out of the form. Affix a recent passport size photograph of yourself in the given box on the first page of the printout. You and your legal guardian / parent are required to sign the declarations and undertaking on the last page of the printed form.

**Note:**

**The shortlisted eligible candidates will be called to appear for documents verification cum admission process on purely provisional basis, subject to their eligibility being verified at the time of documents verification. Merely being allowed to appear at the documents verification cum admission process will not be considered as a ground for being eligible for admission.**

#### **Sec 4: 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. A print-out of the duly completed online form with a photo pasted on it at the appropriate box.
2. One recent colour photograph – [in addition to and same as pasted on the form] and attached by clip (write your Name and “**course applying for**” on the back of the photo).
3. Crossed demand draft for **Rs.2,500/- (General) and Rs.1,500/- (SC/ST)** candidates (non-refundable) in favour of **Birla Institute of Technology**, payable at **Ranchi**. [Write your Name, telephone number and course applying for, on the back of the Demand Draft]
4. **A set of photocopies of certificates as listed below:** (write your Name and “course applying for” on the back of each of the 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 mentioned in Sec 6 (Persons with Disability [PwD] and 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)

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

**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 5. Documents required at the time of reporting for documents verification cum admission and selection procedure

(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 reporting for documents verification cum admission, as well as one set of photocopies:

1. Pass certificate of Class X (for age proof)
2. Marksheet of Class X
3. Marksheet of Class XII / Intermediate or equivalent
4. Caste certificate / special category certificate (if applicable)
5. School / College Leaving Certificate
6. Migration Certificate
7. One passport size photograph, identical to the photograph affixed in the application form
8. Photo identification: (Driving license, Passport, PAN Card, Voter ID, School / College ID are acceptable)
9. Requisite admission fee in the form of Demand Draft.

**They should also carry a photocopy of their duly completed online form.**

### Documents required at the time of admission:

**If found eligible for admission, 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.**

### Selection procedure:

**The provisional selection will be made on the basis of marks obtained by the candidates in Class XII / Intermediate / equivalent qualifying examination.**

Each Campus will shortlist candidates for documents verification cum admission on the basis of their merit and data submitted by the candidates on their application forms for 1<sup>st</sup> 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 1<sup>st</sup> round may be called for documents verification and 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.**

### 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.
- The admission of a candidate will be automatically cancelled for those who fail to submit the marksheet of Class XII or equivalent qualifying examination in time as stipulated.

## Sec 6. Total number of Seats, Reservations and Distribution of seats

The number of seats to be offered in 2014 for the following programmes at various Campuses as given below:

Campus		No. of seats to be offered					
		BBA		BBE		BCA	
		Home State	All India	Home State	All India	Home State	All India
Allahabad		30	30	-	-	30	30
Jaipur		30	30	20	20	30	30
Kolkata		25	25	-	-	25	25
Lalpur (Ranchi)	Boys	50	50	-	-	50	50
	Girls	50	50	-	-	50	50
Noida		40	40	20	20	30	30
Patna		20	20	20	20	30	30

### Reservations:

- For all programmes at the Institute, the reservation criteria for the state quota are as per the norms of the respective State Government.
- The Institute observes statutory reservation for Persons with Disability (3%).
- 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.
- 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, taking it as one zone and the remaining 50% for candidates who have passed / are appearing for their qualifying examination (Class XII) 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 the Class XII / equivalent qualifying examination.

**[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 50% 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	<b>Jharkhand</b>
Class XII / Qualifying examination from Rajasthan	<b>Rajasthan</b>
Class XII / Qualifying examination from West Bengal	<b>West Bengal</b>
Class XII / Qualifying examination from Uttar Pradesh	<b>Uttar Pradesh</b>
Class XII / Qualifying examination from Delhi	<b>Delhi</b>
Class XII / Qualifying examination from Andhra Pradesh	<b>Andhra Pradesh</b>
Class XII / Qualifying examination from Madhya Pradesh	<b>Madhya Pradesh</b>

## Sec 7. Financial Information for the full-time BBA, BBE and BCA programmes 2014

### Fees payable [in INR] for the full-time BBA, BBE and BCA programmes at various Off Campuses for the 2014 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	43500	43500	43500	43500	43500	43500
Development Fee	3000	3000	3000	3000	3000	3000
Institute Exam Fee	3500	3500	3500	3500	3500	3500
<b>Total</b>	<b>50000</b>	<b>50000</b>	<b>50000</b>	<b>50000</b>	<b>50000</b>	<b>50000</b>

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

Please note that Hostel facility at BIT Patna Campus is subject to availability & extra charges for Hostel seat rent & other will applicable.

#### Notes:

- All fees must be paid by **crossed Demand Draft in favour of "Birla Institute of Technology"**  
Payable at **Allahabad (for admission at BIT Allahabad Campus)**,  
Payable at **Jaipur (for admission at BIT Jaipur Campus)**,  
Payable at **Kolkata (for admission at BIT Kolkata Campus)**,  
Payable at **Ranchi (for admission at BIT Lalpur Campus)**,  
Payable at **Noida (for admission at BIT Noida Campus)** and  
Payable at **Patna (for admission at BIT Patna Campus)**
- 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 8. 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), Bachelor of Business Economics (BBE), Integrated Masters of Business Administration (IMBA), Master of Business Administration (MBA), M.E. in Quality Engineering Management (QEM) and PhD in Business Management. The state-of-art infrastructure of the department at main campus and its various Centres 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.

### **Need and Aim of the BBA Programme:**

The mission of the BBA program is to equip the students with 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 organisations 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 9. The Bachelor Business Economics (BBE) programme

The Department of Management at Birla Institute of Technology, Mesra was established in 1979 to focus on management education with the intent to encourage intellectual curiosity, management studies, academics and learning. Since then the institute has set landmark in four major areas of academic excellence - world-class infrastructure, highly accomplished faculty, a motivated student body and distinction in research. Through its commitment and professionalism, Management Department of BIT Mesra is nurturing management professionals who are more than ready to manage and lead in today's dynamic and challenging business environment.

Presently the Management Department offers various academic programmes which include Bachelor of Business Administration (BBA), Bachelor of Business Economics (BBE), Integrated Masters of Business Administration (IMBA), Integrated Masters of Business Economics (IMBE), Master of Business Administration (MBA), M.E. in Quality Engineering Management (QEM) and PhD in Business Management.

### **Need and Aim of the BBE Programme:**

In spite of abundant professional courses running in the various fields in the country, which provide an array of subject knowledge to suit the present day work scenario, there still exist a gap between the demand and supply of trained professionals. It is observed that ready to join executives with skill set of applying economic principles in business decision making are scarce. Those who graduate in economic honors go in for higher studies or jobs in very reputed organizations. Therefore, there is a great demand for students having applied economics knowledge. This course aims at fulfilling this gap.

The aim of this course is to harness the analytical and problem solving skills of the students and to provide a platform to gain knowledge about basic economic principles in order to deal with the behavioral analysis of firms, markets and industries as well as determination of costs and prices in real life changing competitive business situations. Industry experts are of the view that there is great demand for technically qualified individuals who are at ease in handling economic problems. This course is an endeavor to provide the industry with executives having competitive edge to meet challenges of uncertain, competitive and turbulent environment.

### **Academic System:**

The 3 year 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. The course structure comprises of foundation courses in the area of Economics, Management and allied Management areas like, Business economics, Risk management, Financial management, International trade and business, Business law, Environmental economics, Cost management, Entrepreneurship, Project management, E-commerce etc. The students also get hands on experience of various soft wares required for analysis and maintaining database. The students of the program are engaged in different labs in each semester like, oracle lab, e-commerce, computer lab etc. The programme follows a combination of Progressive and End Semester Evaluation of student performance

## **Sec 10. 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 programme in B.E(CSE), six(6) postgraduate programmes, viz., M.Tech(CSE), M.Tech(Information security), MCA, M.E. in S.E. 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 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 has 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 Allahabad, Jaipur, Kolkata, Lalpur, Noida , Patna campus, 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 solid grounding in the domain of software. The course structure envelops all aspects required by a successfully 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, student get placed in good organizations however, a large number of students also opt for higher education after completing the course.

## **Sec 11. 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-13 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**

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 12. Addresses and contact details for BIT Mesra and its Off Campuses

The addresses and contact details for BIT Mesra, and its Off Campuses at Allahabad, Jaipur, Kolkata, Lalpur, Noida and Patna are given below.

Campus	Addresses and contact details
<b>Mesra</b>	Dean Admissions & Academic Coordination Birla Institute of Technology Mesra, Ranchi - 835215 Phone: PBX: 0651-2275444 / 896, Extn 4469 and 0651-2275868 (Direct) Fax: 0651- 2276007 / 2275401 e-mail: <a href="mailto:admissions@bitmesra.ac.in">admissions@bitmesra.ac.in</a>
<b>Allahabad</b>	Director, Birla Institute of Technology Off Campus B-7, Industrial Area, P.O. TSL Naini, Allahabad - 211010 Phone: 0532– 3017933, Mobile No. (Prof. I/C Admission) : 9452366235, Fax: 2687554 e-mail: <a href="mailto:bitallahabad@bitmesra.ac.in">bitallahabad@bitmesra.ac.in</a>
<b>Jaipur</b>	Director, Birla Institute of Technology Off Campus 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 Off Campus 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 Off Campus Lalpur, Ranchi - 834001, Phone: 0651–2531817 / 2531676 Fax: 2531679 / 2531229 / 2531676 e-mail: <a href="mailto:bitlalpur@bitmesra.ac.in">bitlalpur@bitmesra.ac.in</a>
<b>Noida</b>	Director, Birla Institute of Technology Off Campus A-7 Sector-1, Noida - 201401 Phone: 0120 – 2543484 / 2553661 / 3662, Fax: 2554146 e-mail: <a href="mailto:bitnoida@bitmesra.ac.in">bitnoida@bitmesra.ac.in</a>
<b>Patna</b>	Director, Birla Institute of Technology Off Campus Near Patna Airport, P.O. Bihar Veterinary College, Patna-800014 Phone: 0612- 2223545, 3200853 Fax: 2227050 e-mail: <a href="mailto:bitpatna@bitmesra.ac.in">bitpatna@bitmesra.ac.in</a>

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

### Sec 13. 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](http://www.ANTIRAGGING.in)

or

[www.AMANMOVEMENT.org](http://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.