

Information Brochure
for
Admission to
4-Year (8-Semester) Full-Time
Bachelor of Engineering Programme 2012-2016
at
Birla Institute of Technology Extension Centres:
Deoghar, Jaipur and Patna



BIRLA INSTITUTE OF TECHNOLOGY

(Deemed University under section 3 of UGC Act 1956)

Mesra, Ranchi – 835215

Jharkhand, India

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

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IMPORTANT DATES:

Filling of online form commences from	12 June 2012
Filling of online form closes at 7 pm on	29 June 2012
First round of seat allotment	2 July 2012
Report for admission & documents verification	3 - 8 July 2012
Second round of seat allotment	10 July 2012
Report for admission & documents verification	11 – 18 July 2012
Third round of seat allotment	20 July 2012
Report for admission & documents verification	21 – 27 July 2012
Internal Sliding	30 July 2012
SPOT admission against vacant seats at Patna*	2 August 2012
SPOT admission against vacant seats at Deoghar *	4 August 2012
SPOT admission against vacant seats at Jaipur*	7 August 2012

Classes will commence from 23 July 2012 at all Centres

* Admission against SPOT admission may continue a day after counselling

Note:

- i). Candidates can choose any of the following modes of application fee payment that is convenient to them a) Net Banking through any nationalized bank and b) Payment at any SBI or ICICI bank branch with e-challan [printable while filling online form].
- ii). **Fee once remitted shall not be refunded under any circumstances.**
- iii). **Candidates may report for admission cum verification of documents at BIT Extension Centre, Deoghar or BIT Extension Centre, Jaipur or BIT Extension Centre, Patna as per seat allotment.**

Sec 1: Eligibility Criteria and How to Apply

This Information Brochure covers admissions to the 4-year (8-semester) B.E. programme offered by the Birla Institute of Technology, Extension Centres at Deoghar, Jaipur and Patna. The above programme will commence in July 2012.

Eligibility Criteria:

- 1) Only those candidates whose date of birth falls on or after 1 October 1987 are eligible for admission. However, in the case of Scheduled Caste (SC), Scheduled Tribe (ST) and Physically Challenged (PH) candidates, upper age limit is relaxed by 5 years, i.e. SC, ST and PH candidates who were born on or after 1 October 1982 are eligible for admission. Date of Birth as recorded in the Secondary Education Board (Class X, High School) certificate only will be taken as authentic.
- 2) Candidate must have passed in the final examination of 10+2 (Class XII), or its equivalent, referred to as the qualifying examination. Those appearing in 10+2 (Class XII) final or equivalent examination in 2012 and whose results are not declared may also apply for the programme. Such candidates will be admitted provisionally, subject to the submission of proof of passing in qualifying examination **latest by 15 September 2012** at the allotted Centre. In case they fail to comply with this deadline for providing the proof of passing in the qualifying examination, their admission will stand cancelled.

[Candidates are advised to submit proof of passing the qualifying examination as soon as the same is available.]

- 3) Subject combinations required in the qualifying examination for admission to B.E. programme shall be as under:

Compulsory	Any one of the Optional Subjects below
Physics and Mathematics	Chemistry, Bio-technology, Computer Science, Biology

- 4) The candidate must have appeared in AIEEE 2012 and having following overall AIR in AIEEE 2012:

Centre	Category	Ranges of AIR in AIEEE 2012
BIT EC Patna	General	Up to AIR 80,000
	SC , ST, PH	All candidates who are eligible for Central counselling
BIT EC Deoghar	General	Up to AIR 1,20,000
	SC , ST, PH	All candidates who are eligible for Central counselling
BIT EC Jaipur	General	Up to AIR 80,000
	SC , ST, PH	All candidates who are eligible for Central counselling

Notes:

- 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 percentage of marks would be multiplied GPA/CGPA by 10 or based on the procedure prescribed by the Board.
- At the time of reporting for admission cum verification of documents, candidates will be required to produce originals of Pass Certificate of Class 10, Marksheets of Class 10 and Class 12, as well as Caste or Special Category certificates in proper format signed by appropriate authority (please see relevant section).
- Counselling [document verification and admission] for selected candidates will be held on dates mentioned above, at BIT Extension Centres at Deoghar, Jaipur and Patna.
- Candidate must have adequate proficiency in written & spoken English to cope with the programme as all instruction and examinations will be in English only.

The provisional selections will be based on:

- **Overall All India Rank in AIEEE 2012 conducted by CBSE, provided candidates meet the age criteria and other minimum academic requirements as above.**

How to Apply:

1. To start online application, click on the link, create '**username**' and '**password**' when prompted. Do not share the username and password with any body else.
2. To apply for the B.E. programme 2012-2016, eligible candidates must complete and submit the online application form on our website. Pay application fee for Rs.2,500/- (General candidates) or Rs.1,500/- (SC/ST candidates). Choose any one of the following modes of payment for application fee, as given below:
 - a) Through Net Banking (any nationalized bank).
 - b) Deposit application fee in favour of "**Birla Institute of Technology**" through E-Challan [printable while filling online form] in a SBI / ICICI bank within the given time period.
 - c) **Fee once remitted shall not be refunded under any circumstances.**
3. You can use the Online Application Form to apply for the B.E. programme 2012 of the Institute at BIT Deoghar, BIT Jaipur and BIT Patna, in order of preference by selecting the branches and campuses (Centre of Place for Study) from prompt and by clicking the add (+) button to add all the preferences of branches and campuses. However, you must select ALL of your wanted preference of branches and campuses before you submit the form online.
4. **Candidates are requested to see our website for status of their application and other details by using their 'username' and 'password', as created at the time of filling the online application form.**

Notes:

- Candidates should proceed to fill the Online Application Form for admission to the B.E. programme only after they satisfy themselves that they fulfill all the eligibility criteria.
- For queries about any Centre, please contact Director of Extension Centre. (Please see directory on website for contact details of Mesra and other Centres).

Sec 2: Instructions for filling the Online Application Form

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

General Instructions:

1. 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 when it is being processed for seat allotment.
2. Please ensure that all information provided is correct and accurate. Admission on false information and certificate will be ipso facto null and void and also punishable under the various provisions of Indian Panel Code.
3. After filling the complete form, you will be prompted to “**Save As Draft**” before you click the ‘**Submit & Make Payment**’ button. Please ensure that all fields are correctly filled in before you finally click on the “**Submit & Make Payment**” button. **Note:** Once you click on the “**Submit & Make Payment**” button, the Form is set to read only. You may however return to the form to view it again. (No changes can be made thereafter).
4. 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 which should be signed by appropriate authority of rank not less than SDO. Candidates must be able to produce the same at the time of document verification.
 - b) Candidates belonging to other special categories mentioned (e.g., Physically Handicapped) must produce certificate in proper format from appropriate authority [Civil Surgeon / as per AIEEE norm] at the time of document verification.

Specific Instructions:

5. While filling the online form please note the following:
 - a) On opening the webpage by clicking the link [**“Click here to Apply Online”** (under the relevant programme heading)]. A login page will open where you will see 3 options:
 - Click on ‘New users register here’, if you have not yet registered before and you are accessing this for the first time.
 - **Or**, in case you have already registered and created a profile using a ‘username’ and a ‘password’, re-enter the same in the boxes and click on ‘**Login**’. All the previous information that you have saved by using the option ‘**Submit**’ will be available to you on the screen.
 - **Or**, in case you forgot your password, you can retrieve it by clicking on the ‘**Forgot Password**’ link.
 - b) **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:
 - **Programme:** Select the appropriate programme from drop down box
 - **First Name:** Type your name as in your Class 10 / Matriculation pass certificate
 - **Last Name:** Type your name as in your Class 10 / Matriculation pass certificate
 - **Date of Birth:** Select the appropriate date from prompt (dd/mm/yyyy).
 - **Gender:** Select the appropriate from drop down box
 - **AIEEE 2012 Roll Number, Overall All India Rank:** Fill in the appropriate boxes. [If your AIR is beyond the cut-off ranks indicated in this brochure for any of the Extension Centres (campuses) – Choice for that centre will not appear for you on a screen that would appear in later stages].

- **E-mail Id:** Type your e-mail id (currently using)
- Enter any chosen '**username**' [may be short form of your name] and '**password**' in the appropriate boxes. Click on '**submit**'. After submitting a message will appear '**ID successfully created**'.

[At this stage, basic details filled by you will be saved for future. You may edit / 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 '**username**' and '**password**']

- c) Enter your '**username**' and '**password**' click on login, new window / screen will appear '**Add New Application**'. Please select a programme before adding a new application. Click on '**Add Application**'.
- d) New window / screen will appear where you can see the eligibility criteria, instruction for filling online application form and documents / certificates required at the time of reporting for admission cum document verification. Read carefully before filling online application form.
- e) Click on '**continue**' button
- f) **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.
- g) **State of Eligibility:** Please select appropriate state (from drop down box) from where you have passed / are appearing for their qualifying examination [i.e., state in which your school / college is located where you have completed / are completing Class 12 (qualifying examination)].
- h) **Caste:** Click appropriate radio button.
- i) **Other Category:** Click appropriate radio button (See also instruction (4-b)).
- j) **Preferences of Place for Study (Centre):** Select the branches and campuses (Centre of Place for Study) in order of preference from prompt and by clicking the add (+) button to add all the preferences of branches and campuses. However, you must select ALL of your wanted preference of branches and campuses before you submit the form online.

These options for branches are indicated short form: e.g., BECVL: Civil Engineering, BECSC: Computer Sc. & Engg., BEECE: Electronics & Communication Engg., BEEEE: Electrical & Electronics Engg., BEIT: Information Technology, BEMEC: Mechanical Engg., BEPRD: Production Engg.
- k) **Educational Record:** Please keep photocopies of your mark sheets and pass certificates / Admit Card of Class XII/ equivalent exam in hand for reference.
- l) Please fill name of Board / University for Class X & Class XII /equivalent exam and 'Year of Passing' referring to the photocopies of the aforesaid marksheets/ pass certificates. [For those whose results of XII is yet to be declared: indicate year of passing – 2012]
- m) Please fill name of the Class XII / equivalent exam referring to the photocopies of the aforesaid marksheets/ pass certificates or Admit Card.
- n) No. of attempts: If you have cleared all the subjects in the said exams in the first attempt- fill 1. If you have had to clear one or more subjects later [compartmental etc.] fill 2 or 3 etc counting the total number of attempts you had to make to clear the subjects and receive pass certificate.

- o) Write all the subjects that you passed in class X in the appropriate box: e.g. ENGLISH, HINDI, SOCIAL SCIENCE, SCIENCE, MATH etc.
- p) Indicate percentage of total marks secured for class X in appropriate box.
- q) **Class XII Marks:** Fill in the boxes for 'Maximum Marks' and 'Marks Obtained' for the 2 subjects: Mathematics & Physics referring to your Marksheet. For the other box [subject as per AIEEE norms]: chose the subject in which you have secured the highest marks from the following –
- i] Chemistry, ii] Bio-technology, iii] Computer Science, iv] Biology

The marks will be automatically calculated average of 3 subjects [Maths, Physics and the 3rd subject you have entered]

Note: For candidates who have appeared in 2012 and the results are not yet declared should select '**Awaiting 12th Result.**

- r) **School / College Details:** Please fill the details [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.
- s) **Qualification:** Write Class XII or I.Sc. or as the case may be [qualifying examination]
- t) **Mailing Address:** Select country from prompt & click on '**Edit Address**' type the full address including, your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
- u) **Permanent Address:** Select country from prompt & click on '**Edit Address**' type the full address including, your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
- v) **Photograph:** Upload your recent colour passport size photograph by clicking on '**Add/Change Photo**' button.
- w) **Application fee:** Read the instructions on the screen carefully, select one of the payment option:

1. **Payment of Application Fee through Net Banking**

- On clicking the 'Net Banking', following message will be displayed as per candidate category. Candidate may use the net banking payment through any nationalized bank.
- Follow the instructions to make payment.
- Take a print out of the receipt that is generated after successful payment transaction and produce it at the time of reporting for Admission cum verification of documents at the Centre.

2. **Payment of Application Fee through e-challan**

- On clicking the 'Challan/Voucher of SBI / ICICI Bank, an e-challan will be generated (some details on challan form has to be filled by the candidate).
- Candidate has to take the printout of the challan/voucher and deposit the requisite amount in any branch of SBI / ICICI Bank.
- Bank will retain its own copy and return back the remaining two copies to the candidate.
- Candidate should produce the Institute copy of Challan/voucher to the Centre official at the time of reporting for admission cum verification of documents.

[Note: Payment by cash at ICICI Bank – there is no extra bank service charge. Payment by cash at SBI Bank-the bank service charge is extra (Rs.20)].

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

Once you click on the **"Submit & Make Payment" button**, the Form is set to read only. You may however return to the form to view it again. (No changes can be made thereafter).

At this stage the candidates are required to take the printout of application form by clicking on link **'Click here to Print'** and retain with you. However all the candidates provisionally selected will be required to produce all original certificates / documents and printout of online application form at the time of reporting for admission cum verification of documents at the Centre [please also see the list of documents to carry at the time of admission cum verification of documents]. Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Panel Code.

Note: All applicants called for 'Counselling and Document Verification', are allowed to appear at 'Counselling and Document Verification' on purely provisional basis, subject to their eligibility being verified at that time. Merely being allowed to appear at the 'Counselling and Document Verification' will not be considered as a ground for being eligible for admission.

Sec 3: List of Documents to be carried along with proof of application fee at the time of Reporting for Admission cum Document Verification

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

1. A print-out of their duly completed online form.
2. One recent colour photograph – [same as uploaded on the form] and attached by clip (write your Name, Form No and “BE-2012” on the back of the photo)
3. **Proof / receipt of application fee Rs.2,500/- (General) and Rs.1,500/- (SC/ST) candidates (non-refundable).**
4. **A set of certificates in original and a set of Photocopies** of the same as listed below: (write your Form No and “BE-2012” on the back of each of the photocopies):
 - a) Pass certificate of Class 10
 - b) Marksheet of Class 10
 - c) Marksheet of Class 12 / Intermediate or equivalent
 - d) Admit Card of AIEEE 2012
 - e) Score Card of AIEEE 2012
 - f) Caste certificate (if applicable), which should be in proper format and signed by appropriate authority of rank not less than SDO.
 - g) Physically Handicapped Category certificate (if applicable) in proper format from appropriate authority (civil Surgeon).
 - h) Photo identification: (Driving license, Passport, PAN Card, Voter ID, School / College ID are acceptable)

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

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

Selection Procedure:

Provisional selections for the B.E. programme 2012 will be:

- a). **Based on overall All India Rank in AIEEE 2012 conducted by CBSE.**
- b). Based on various reservation criteria of state and central government [see section 07 for distribution of seats at each centre].
- c). However, candidates must meet the age criteria and other minimum academic requirements (see eligibility criteria in section 1)

Sec 5: Seat Allotment and reporting to Allotted Centre

- The preferences (choices) submitted by the candidates will be processed centrally and seats will be allotted in the order of merit as per overall AIR in AIEEE 2012 on the basis of the preferences submitted. The seat allotment result will be available only on the Institute website www.bitmesra.ac.in. **Individual allotment letters will not be sent to the candidates.** However, candidates may take a printout of the allotment details from the Institute website, before reporting at the Centre for admission cum verification of documents/ certificates. The candidates will be required to see their result by using their 'username and 'password' created at the time of filling online application.
- Candidates who are allotted a seat (i.e., offered admission) will report to the allotted Centres during the given period of time, get the documents verified and pay the Admission Fee to register their acceptance of the offer of seat and exercise upgrade **Options**, if required. They will also be issued a fee receipt.
- If a candidate does not report for admission at allotted Centre during the given period of time, his/her seat allotment shall stand cancelled. Also, he/she will not be considered for further rounds of seat allotment.
- Seat allotment will be done in three rounds. In the *first round*, all the seats will be allotted to the candidates and the result indicating the Centre and the branch allotted will be available on the Institute website. Candidates, who get their seat allotment for the first time in any of the three rounds of allotment, will report to the allotted Centers during the respective reporting periods.
- In the **second** and **third** rounds, seats will be allotted against the available vacancies in the respective rounds, and the results will be available on the Institute website. In the second and third rounds, no fresh preference of branch and campus (centre) will be permitted; registered candidates will not be allowed to alter or resubmit their preference (choices).
- Candidates will be required to produce all the relevant certificates / documents in original along with a printout of online application form when they report to the allotted Centre for verification.
- Proof of payment of application fee of Rs. 2,500/- (for General) candidates) / Rs.1,500/- (for SC/ ST candidates) paid through net banking or through e-challan is to be produced at the time of reporting.
- Candidates will be required to deposit the admission fee by crossed Demand Draft for Rs.98,000/- (for BIT Deoghar and BIT Patna) and Rs. 86,500/- for BIT Jaipur Centre, in favour of Birla Institute of Technology, payable at Patna (for admission at BIT Patna), payable at Deoghar (for admission at BIT Deoghar) and payable at Jaipur (for admission at BIT Jaipur)
- Candidates who get an allotment at BIT Patna and BIT Deoghar 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. For the July 2012 session, this mess advance will be Rs. 10,000/-. All fees must be paid by crossed Demand Draft in favour of "**Birla Institute of Technology**" payable at Deoghar (for admission at Deoghar) and payable at Patna (for admission at BIT Patna) .
- Candidates shall, at this point, indicate their willingness to be considered for all of their higher preference choices :
 - Option I:** "Higher preference choices across all Centres" i.e. willingness to consider all the choices of higher preference in the subsequent round(s).
 - Option II:** "Higher preference choices within the allotted Centre only "i.e. willingness to consider choices of higher preference within the currently allotted Centre in the subsequent.
 - Option III:** "No further upgrades in the subsequent rounds" i.e. Candidate is fully satisfied with the currently allotted seat and not willing to consider any of the choices of higher preference in subsequent round(s) hereunder.
- **Option I** and **Option II** candidates will lose their claim on seats allotted to them in earlier rounds if they are allotted other seats against their higher preference choices during subsequent rounds.
- A fee receipt will be issued to the candidates at the allotted Centre after the fees are paid, and all certificates / documents are found in order.

Sec 6: Internal Sliding, Spot Admission and Refund Rules

Internal Sliding:

After the third round of seat allotment, 'internal sliding' amongst candidates admitted at the Centres will be done. The sliding will be based on the choices/preferences filled in by candidates at the time of applying for the programme.

Spot Admission:

For the seats left vacant after the third round & internal sliding, there shall be spot admission, when interested candidates are required to be physically present at a Centre, register, and if offered a seat, be admitted and pay admission fees.

- Candidates must report in person at the Centre at 9:00am
- Registration process (filling of online application for spot round and verification of documents) from 9:00am to 12:00Noon
- Display of result cum merit list by 3:00pm
- Admission process to be started at 3:30pm

All candidates will be required to produce the relevant documents / certificates along with requisite Demand Draft. The candidates will be called for the admission till the seats are filled up. The admission will be strictly based on overall AIR in AIEEE 2012.

Refund Rules:

Candidates at any stage before SPOT round of admission can report at the allotted Centre to withdraw permanently from the Centre and also initiate the process of refund of admission fee paid by them, a cancellation fee will be charged as per Institute norms. Only caution money will be refunded for any cancellation of admission after the Spot Round. (Please refer our Institute website for refund rules).

Please note that we may put up more than one notification on our website. **Candidates should thus check our website <http://www.bitmesra.ac.in> regularly for any updates or matters related to the admission procedures.**

Sec 7: Total Number of Seats, Reservations and Seat Distribution

The number of seats offered in 2012 in the B.E. programme at various Centres is as given below:

Branches	BIT Patna		BIT Deoghar		BIT Jaipur	
	Home State	Other State	Home State	Other State	Home State	Other State
CIV	9	15	-	-		-
CSE	20	30	26	30	30	30
ECE	20	30	26	30	30	30
EEE	20	30	26	30	30	30
ITY	10	15	-	-	-	-
MEC	14	20	25	30	-	-
PRO	7	10	13	15	-	-
Total	100	150	116	135	90	90

Reservations: The Institute will follow reservation norms for its B.E. programme at the said extension centres as given below.

1. For all programmes at the Institute which are supported by the State Govt., the reservation criteria for SC & ST are as per the norms of the State Govt.
2. For all other programmes the reservation criteria for SC & ST are as per the statutory norms of Central Govt. (SC -15% & ST - 7.5%).
3. The Institute observes statutory reservation for physically handicapped persons (3%).
4. *50% of seats are reserved for candidates who have passed their qualifying examination from the respective States in which the BIT Extension Centres at Deoghar, Jaipur and Patna are situated*. [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.

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

Note: Please select the state of eligibility from drop down box while filling the online application form. (Examples):

	State of Eligibility
Qualifying examination (Class XII) from Jharkhand	Jharkhand
Qualifying examination (Class XII) from Rajasthan	Rajasthan
Qualifying examination (Class XII) from West Bengal	West Bengal
Qualifying examination (Class XII) from Uttar Pradesh	Uttar Pradesh
Qualifying examination (Class XII) from Delhi	Delhi

**Sec 8: Seat Matrix of BE programme 2012 for BIT Extension Centres
at Deoghar, Jaipur & Patna**

Sec 8 (a): Seat Matrix of BIT Extension Centre, Deoghar

State	Branch	OP	OPPH	SC	SCPH	ST	STPH	Total	EBC/ OBC*
Other State	CSE	22	1	4	1	2	-	30	-
	ECE	22	1	4	1	2	-	30	-
	EEE	23	-	5	-	2	-	30	-
	MEC	23	-	5	-	2	-	30	-
	PRO	12	-	2	-	1	-	15	-
Sub Total		102	02	20	02	9	-	135	-
Home State	CSE	14	1	3	-	7	1	26	4
	ECE	14	1	3	-	8	-	26	4
	EEE	15	-	2	1	8	-	26	4
	MEC	14	-	3	-	8	-	25	5
	PRO	7	-	2	-	4	-	13	2
Sub Total		64	02	13	01	35	01	116	19
G. Total		166	04	33	03	44	01	251	19

* These seats will be filled separately and are not within the scope of this counselling

Sec 8 (b): Seat Matrix of BIT Extension Centre, Jaipur

State	Branch	OP	OPPH	SC	SCPH	ST	STPH	Total
Other State	CSE	23	-	4	1	2	-	30
	ECE	22	1	5	-	2	-	30
	EEE	22	1	5	-	2	-	30
Sub Total		67	02	14	01	06	-	90
Home State	CSE	22	1	4	-	3	-	30
	ECE	23	-	4	-	2	1	30
	EEE	22	1	4	-	3	-	30
Sub Total		67	02	12	-	8	01	90
G. Total		134	04	26	01	14	01	180

Sec 8 (c): Seat Matrix of BIT Extension Centre, Patna

State	Branch	OP	OPPH	SC	SCPH	ST	STPH	Total	EBC / OBC, BC Girls*
Other State	CIV	12	-	2	-	1	-	15	-
	CSE	22	1	5	-	2	-	30	-
	ECE	23	1	4	-	1	1	30	-
	EEE	24	-	4	-	2	-	30	-
	ITY	12	-	1	1	1	-	15	-
	MEC	16	-	3	-	1	-	20	-
	PRO	7	-	2	-	1	-	10	-
Sub Total		116	02	21	01	09	01	150	-
Home State	CIV	7	-	2	-	-	-	9	6
	CSE	14	1	4	1	-	-	20	10
	ECE	14	1	4	1	-	-	20	10
	EEE	15	-	5	-	-	-	20	10
	ITY	8	-	2	-	-	-	10	5
	MEC	10	-	3	-	1	-	14	6
	PRO	5	-	2	-	-	-	7	3
Sub Total		73	02	22	02	01	-	100	50
		189	04	43	03	10	01	250	50

* These seats will be filled separately and are not within the scope of this counselling

**Sec 9: Financial Information & Tuition-Fee Waiver Scheme for the B.E. programme
at BIT Extension Centres at Deoghar, Jaipur and Patna**

A. 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	7th Sem	8th Sem
Tuition Fee	50000	50000	55000	55000	60500	60500	66500	66500
Registration Fee	5000	5000	5000	5000	5000	5000	5000	5000
Institute Exam Fee, Library & other student facilities	11500	11500	12000	12000	12000	12000	12000	15000
Sub-Total (A) :	66500	66500	72000	72000	77500	77500	83500	86500
Hostel Room Rent, Gen. Maint. & Electricity	11500	11500	12000	12000	13000	13000	14000	14000
Sub-Total (B) :	11500	11500	12000	12000	13000	13000	14000	14000
Additional amount to be paid at the time of admission								
Admission Fee (One time only)	10000	-	-	-	-	-	-	-
Caution Money (One time only-Refundable)	10000	-	-	-	-	-	-	-
Sub-Total (C) :	20000	-	-	-	-	-	-	-
GRAND TOTAL (A+B+C) for BITEC DEOGHAR & PATNA :	98000*	78000	84000	84000	90500	90500	97500	100500
GRAND TOTAL (A+C) : for BIT EC JAIPUR	86500*	66500	72000	72000	77500	77500	83500	86500

* At the time of admission

Other Notes:

1. Hostel facilities are available only at the Extension Centre, Deoghar and Patna only. Hostel mess charges may range from approximately Rs.1,500/- to Rs.2,500/- per month.
2. **In addition to all of above, students at Deoghar & Patna will also be required to deposit Hostel Caution Money* (One Time only - Refundable) of Rs.5,000/-. They will also be required to pay suitable mess advance at the beginning of each semester, which will be adjusted against their mess charges / expenditure. For the July 2012 session, this mess advance will be Rs. 10,000/-.**
3. All fees must be paid by **crossed Demand Draft in favour of "Birla Institute of Technology"** payable at **Deoghar (for admission at Deoghar)**, payable at **Jaipur (for admission at Jaipur)** and payable at **Patna (for admission at Patna)**.
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.

B. Tuition-Fee Waiver Scheme for candidates admitted in the B.E. programme:

%age of Tuition Fee Waiver	All India Rank range of AIEEE General category Candidates	All India Rank range of AIEEE SC / ST category Candidates
100%	1 – 1000	1 – 25,000
75%	1001 - 2500	25,001 – 40,000
50%	2501 - 4000	40,001 – 60,000
Additional Requirement after 1 st year	In addition to the above, provided the student has secured a minimum CGPA of 7.5.	In addition to the above, provided the student has secured a minimum CGPA of 7.

Above mentioned rules shall be applicable from the date of Admission.

Sec 10: 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.

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 Certificate 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 extracurricular 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 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, and the two affidavits provided with the regulation, one for the student and one for his /her parent, to be prepared on Non- Judicial Stamp Paper, one to be signed by the student and the other to be signed by his / her parent, and both to be countersigned by Public Notary. Each student admitted to any of the Institute’s programmes must submit the two completed affidavits at the time of admission. Printed copy of the UGC regulations and affidavit may be provided, if required, at the time of counselling.

Hostel

Hostel facilities are provided only at Deoghar and Patna Centres. All students admitted at these Centres 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.

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 11: Addresses and contact details for BIT Mesra and Extension Centres
At Deoghar, Jaipur and Patna**

Centre	Addresses and contact details
Mesra	Dean Admission & Academic Coordination Birla Institute of Technology, Mesra, Ranchi 835215 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 469, & 2275868 (D) Fax: 0651- 2275401, 2276007 e-mail: admissions@bitmesra.ac.in
Deoghar	Director, Birla Institute of Technology Extension Centre P.O. – Ratanpur, Jasidih Dist. Deoghar - 814142 Jharkhand Phone: 06432-292565 Mobile No.: 09007224278 / 09199972174 Telefax: 06432-292565 e-mail: bitdeoghar@bitmesra.ac.in
Jaipur	Director, Birla Institute of Technology Extension Centre 27, Malviya Industrial Area, Jaipur 302017 Phone: 0141– 4019798 / 4019819, Fax: 2751601 e-mail: bitjaipur@bitmesra.ac.in
Patna	Director, Birla Institute of Technology Extension Centre Near Patna Airport, P.O. Bihar Veterinary College, Patna 800014 Phone: 0612- 2223545, 3200853, Fax: 2227050 e-mail: bitpatna@bitmesra.ac.in

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

Sec 12(a). Anti-ragging affidavit to be filled by student at the time of admission

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

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

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

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

4) I hereby solemnly aver and undertake that

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

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

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

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

Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name:

VERIFICATION

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

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

Signature of deponent

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

OATH COMMISSIONER

Sec 12(b). Anti-ragging affidavit to be filled by student's parent / guardian

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

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

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

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

4) I hereby solemnly aver and undertake that
a) My ward will not indulge in any behaviour or act that may be constituted as ragging
under clause 3 of the Regulations.
b) My ward will not participate in or abet or propagate through any act of commission or
omission that may be constituted as ragging under clause 3 of the Regulations.

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

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

Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name:
Address:

Telephone/ Mobile No.:

VERIFICATION

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

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

Signature of deponent

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

OATH COMMISSIONER