

Sec 1. Admission to MBA programme 2013 - an Introduction and How to Apply

The MBA Information Brochure 2013 covers admissions to the 2-year (4-semester) full-time MBA (Master of Business Administration) programme 2013 offered at the Birla Institute of Technology, Mesra, and its other Campuses at Allahabad, Jaipur, Kolkata, Lalpur, Noida and Patna. The programme will commence in July 2013.

The provisional selections will be made on the basis of total percentiles / scores obtained by a candidate in CAT-2012 / CMAT- Sept 2012 or Feb 2013 of eligible applicants.

Note:

- However, candidates must meet the minimum academic requirements (see minimum eligibility criteria - Sec 4).

How to Apply:

To apply for MBA programme 2013 **eligible and interested candidates must download and print the application form available on our website**, and

- Send 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 Sec-3)
 - **crossed Demand Draft for Rs.1,200/- (General) and Rs.800/- (SC/ST) candidates (non-refundable)** in favour of “**Birla Institute of Technology**”,
Payable at Ranchi, in case of Mesra or Lalpur Campuses,
Payable at Allahabad in case of Allahabad Campus
Payable at Jaipur in case of Jaipur Campus
Payable at Kolkata in case of Kolkata Campus
Payable at Noida in case of Noida Campus and
Payable at Patna in case of Patna Campus
- Send completed form in a stout A4 size envelope by Speedpost / reliable courier (means by which sender may track its movement on internet) to the respective Campuses (please see the contact details for address of the campuses) **positively by the due date.** *(Example: in case candidates wish to apply for BIT Noida Campus, they are required to send their completed application form to BIT Noida Campus only).*
- Write “Application for MBA 2013” on top of the envelope.
- **Applications reaching us after the due date are liable to be rejected / may not be processed.**

Notes:

1. Candidates may apply for more than one Campus, but separately by using separate forms and paying the application fee for each Campus.
2. Name and Address of the candidate needs to be mentioned on the reverse of the Demand Draft.
3. The completed application form must be sent to the respective Campuses only (Campus of place for study).
4. Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.
5. Candidates should retain photocopies of the Demand Draft and the application form submitted for future reference.
6. Although the Institute will use CAT-2012 / CMAT- Sept 2012 or Feb 2013 total percentiles / scores for shortlisting candidates for its two-year full time Post-Graduate Programme in Management, the IIM's / AICTE have no role in the selection process or in the conduct of the programme.

Registration Numbers:

1. **Campus-wise lists of eligible candidates with registration numbers will be displayed on the Institute website.**
2. Candidates must make a note of their registration numbers carefully, as the same will be required at the time of document verification cum admission. **No individual intimation will be sent to candidates.**
3. List of ineligible candidates will also be displayed on the Institute website. **No individual intimation will be sent to candidates.**

Sponsored candidates

Few seats in the full-time MBA programme at each Campus may be allotted to “Sponsored Candidates”, of Government and Private organizations. Such candidates should normally have at least two years of executive / professional experience. They must also submit their applications in prescribed format, along with a letter of sponsorship from their organization. They must also go through the counselling procedures.

For queries about the MBA programme, please contact the Head, Department of Management, at Mesra. For queries about admission related procedures, please contact the Admission Office, at Mesra. For queries about any Campus, please contact the Campus. (Please see directory on website / Sec. 12 for contact details of Mesra and all Campuses).