

BIRLA INSTITUTE OF TECHNOLOGY

(Deemed University)

Mesra, Ranchi 835 215, Jharkhand

APPLICATION FORM FOR ADMISSION

SESSION 2013 – 2014

For office use only

Application for 2 year (4-Semester) Full-Time MBA (Master of Business Administration)

at BIT Mesra and it's other Campuses at

Allahabad, Jaipur, Kolkata, Lalpur, Noida and Patna

Choice of Place for Study (Campus): _____ (Please write only one amongst the 7 above campuses)

1 Full Name of Candidate:	
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2 Father's Name:

[illegible]

4 Date of Birth: (DD) (MM) (YYYY) 5 Sex: Male: ☐ Female: ☐

6. Caste: a) General ☐ b) SC ☐ c) ST ☐ d) OBC ☐ (Subcategory & State _____)

7. Other Category: Physically Handicapped ☐

Ward of BIT Employee ☐ (Name of employee & campus _____)

8. State of Eligibility: _____ (State in which the Institute is located from where you have passed / are appearing for qualifying examination)

9. CAT 2012 Details: (Attach photocopy of CAT scorecard)

Test Registration No:	CAT Centre Code:	Total Percentile:
Email ID		

10. CMAT - SEPT 2012 or FEB 2013 Details: (Attach photocopy of CMAT scorecard)

Test Registration No:	CMAT Centre Code:	Total Score:
Email ID		

11. Educational record:

Examination	Board/University	Year of passing	Percentage of Marks@	No of attempts\$	Subjects^
Class 10 / Matriculation					
Class 12 /..... (Write name of Exam)					
Graduation..... (Write name of Exam)					

12. Institute from which you have completed / are completing Graduation (Qualifying Examination)

QUALIFICATION	NAME OF INSTITUTE	ADDRESS OF INSTITUTE WITH TELEPHONE NUMBER

13. Professional Work Experience

Employer	Post Hold	Duration	Work Description

Instructions: Read MBA 2013 Information Brochure (on website in pdf) before filling form. Use capital letters, numbers or tick (✓) box as required. Use separate form(s) to apply for 2 or more Campuses with additional application fee for each.

Enclose photocopies of marksheets of Class 10, Class 12, Graduation (if available), or marksheets upto pre-final year if completing qualifying examination in 2013, Admit card and score card of CAT 2013 / CMAT – Sept 2013 or Feb 2013 and Caste / Special Category certificates. Write your Name, MBA 2013 and telephone number, on the back of these papers.

@ Percentage of Marks in Qualifying Exam: calculate as mentioned in Eligibility Criteria

\$ Write 1 if passed in one attempt, 2 if in two attempts, etc, APP if appearing in 2013

^Use abbreviations -Phys, Chem, Math, Stat, Eng, etc.

14. Address for communication including your full name and photograph:

Address for communication (should be valid till Dec 2013) Name: _____ _____ _____ City _____ Pincode _____ STD Code _____ Telephone Number _____ Mobile Number _____	 Paste recent colour photograph here. Cut to fit if needed Do not staple or fix with pin. Do not get the photograph attested Signature
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15. Permanent Address: _____

_____ City _____ Pin code _____

STD Code _____ Telephone Number _____ E-mail id: _____

16. Details of DD taken for Rs.1,200/- (General) Rs.800/- (for SC/ST) candidates (non-refundable):

In favour of 'Birla Institute of Technology', Payable at that city where the Campus is located (for details, please see MBA 2013 Information Brochure)

Issuing Bank Name	Place of issuing Bank	DD Number	DD Date

17. Declaration: I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information or particulars have been suppressed or omitted there from, I am liable to be disqualified. If selected, my admission will be liable to be cancelled without notice or compensation in lieu of notice. I have read and understood the contents of the Information Brochure for MBA 2013.

I hereby permit / do not permit (delete one) the Institute to use, display or transfer any of the details furnished by me in this form for any other purpose, except for complying with the admission formalities.

Signature of Candidate: _____

Date: _____

18. Undertaking by the Candidate:

I will comply with the University's rules, standards and instructions for student behaviour as notified from time to time. I hereby waive and release all claims against the University agents at a time when I am not under the direct supervision of the University or its agents or arising out of my failure to remain under such supervision or to comply with such rules, standards and instructions, and I agree to indemnify the University and its agents against any consequences thereof. I agree that the University shall have the right to enforce appropriate standards of conduct and that it may at any time terminate my participation in the University's program for failure to maintain these standards or for any actions or conduct which the University considers to be incompatible with the interest, harmony, comfort and welfare of other students. If my participation is terminated, I give my consent to being sent home at my own (or my parent's) expense with no refund of fees.

All references, in the agreement and release, to the University and its agents shall include the University Vice Chancellor, and all its Officers, Deans, Staff members, Chaperones, Group leaders, Employees, agents. All reference herein to the parents of the applicant shall include the legal guardian or other adult responsible for the applicant. I agree that in case of any legal dispute concerning admission procedures, the same shall be subject to exclusive jurisdiction of Courts at Ranchi.

This agreement shall take effect from the time I am accepted by and confirmed in enrollment in the University.

Signature of Candidate: _____ Date: _____ Place: _____

19. Declaration by the Parent / guardian:

I certify that I am the parent or legal guardian of the above applicant and that I have read the foregoing Agreement and release (including such parts as may pertain to personal financial responsibility) and hereby relinquish any claim that I might have against the Universities or its agents (as set forth above), both in my own behalf and my capacity as legal representative of the applicant, including without limitation any claim arising as a result of the applicant leaving the supervision of the University. I hereby guarantee to the University payment of all fees and other sums due at any time to the University by the applicant. I agree that in case of any legal dispute concerning admission procedures, the same shall be subject to exclusive Jurisdiction of Courts at Ranchi.

Signature of Parent / Legal Guardian _____ Date: _____ Place: _____

Occupation of Signatory: _____ Relationship with the candidate: _____

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Eligible ☐ Not Eligible ☐

In case ineligible, please specify reasons: _____ Signature of verifying Officer/ Staff

List of enclosures to be submitted along with the completed application form

1. One recent colour photograph – [in addition to and same as pasted on the form] and attached by clip (write your Name and “MBA-2013” on the back of the photo)
2. Crossed demand draft for **Rs.1,200/- (General) and Rs.800/- (SC/ST)** candidates (non-refundable) in favor of Birla Institute of Technology, payable at the respective city (please see how to apply, Sec-1). Write your Name, telephone number and MBA 2013, on the back of the Demand Draft)
3. **A set of photocopies of certificates** as listed below: (write your Name and “MBA-2013” 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) Marksheets of Graduation for graduates

OR

Marksheets upto pre-final year for candidates graduating in 2013. They must also enclose the following:

 - (i) A certificate in original from the Principal of their Institute stating that by 30 June 2013, they will have appeared for examination in all subjects required for obtaining their Bachelor's degree.
 - (ii) A certificate from the Principal certifying that they have obtained requisite marks or equivalent based on latest available grades / marks.
 - e) **Candidates with qualifications acquired through correspondence or distance-learning programmes must enclose with their application, photocopies of Pass certificate in addition to marksheets of qualifying examination showing that they have already passed the qualifying examination with requisite marks. (candidates without declared result are not eligible)**
 - f) Printout of Admit Card / Hall Ticket of CAT-2012 / CMAT- SEPT 2012 or FEB 2013 [as received by e-mail]
 - g) Printout of Score Card of CAT-2012 / CMAT- SEPT 2012 or FEB 2013
 - h) Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO.**
 - i) Candidates belonging to other special categories mentioned in Sec 8 (Physically Handicapped and Ward of BIT employee) must provide photocopy of certificate in proper format from appropriate authority.
 - j) Photo identification: (Driving license, Passport, PAN Card, Voter ID, College ID, Employee Identification Card are acceptable)

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.