

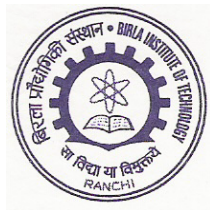
ADMISSION INFORMATION BROCHURE

for

**The 2-Year (4-Semester) Full-Time
MBA Programme 2013-2015**

at

**Birla Institute of Technology, Mesra,
and
Birla Institute of Technology Campuses
at
Allahabad, Jaipur, Kolkata, Lalpur, Noida 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>

CONTENTS

- Sec 1: Introduction and How to apply
- Sec 2: Instructions for filling the Application Form
- Sec 3: List of enclosures required with the completed application form
- Sec 4: Eligibility Criteria for the full-time MBA programme 2013
- Sec 5: Document verification cum Admission
- Sec 6: Selection Procedures
- Sec 7: Documents required at the time of Document verification cum admission
- Sec 8: Total number of seats, Reservations & distribution of seats
- Sec 9: Financial information for MBA 2013 & fees payable
- Sec 10: MBA Programme & Course Structure
- Sec 11: Discipline, Rules & Regulations, Hostel, Medical Examination
- Sec 12: Contact Details of Mesra, Allahabad, Jaipur, Kolkata, Lalpur, Noida & Patna Campuses
- Sec 13: Undertaking for candidates appearing for Final Examinations in 2013
- Sec 14(a): Anti-ragging affidavit to be filled by student at the time of admission
- Sec 14(b): Anti-ragging affidavit to be filled by student's parent

IMPORTANT DATES

Application Form for MBA 2013 available on website from		2 February 2013 Saturday
Last date for receipt of completed forms alongwith crossed Demand Draft at respective Campuses (Campus of place for study)		10 April 2013 Wednesday
Display of Campus-wise list of eligible candidates on the Institute website / Notice Boards of concerned Campuses		20 April 2013 Saturday
<i>Tentative dates for Document verification cum Admission (short-listed candidates)</i>	Main Campus at Mesra	30 April 2013 Tuesday
	Lalpur Campus	2 May 2013 Thursday
	Noida Campus	4 May 2013 Saturday
	Kolkata Campus	6 May 2013 Monday
	Jaipur Campus	8 May 2013 Wednesday
	Patna Campus	10 May 2013 Friday
	Allahabad Campus	12 May 2013 Sunday
Classes Commence at all Campuses		15 July 2013 (Monday)

Notes:

1. Download and print the application form available on our website. Send completed application form with all required enclosures (see Sec 3) to respective Campuses (Campus of place for study only) in a stout A4 size envelope by appropriate means well in advance of the due date (preferably by means of which e-tracking is possible). Applications reaching us after the due date are liable to be rejected / may not be processed.
2. Candidates may apply for more than one Campus, but separately by using separate forms and paying the application fee for each Campus.

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).

Sec 2: Instructions for filling the Application Form

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

General Instructions

1. **Before filling and submitting your application form, you are advised to carefully read the eligibility conditions for admission to the programme (Sec. 4) and satisfy yourself that you fulfill all the eligibility conditions.**
2. Use only a black ballpoint pen to fill the form. Clearly fill all items that are relevant to you in capital letters or numbers or tick (✓) the box as required. Do not fold, tear or mutilate the form in any way.
3. All items are mandatory and must be filled. Else, the form may be rejected when it is processed.
4. **Please ensure that your Name, caste, state of eligibility, CAT/CMAT details, address, phone number and e-mail id, are filled neatly and accurately in the appropriate spaces.**
5. A recent colour photograph of good quality must be **pasted** firmly in the box provided. If required, cut the photograph to fit in the box. Do not get the photograph attested. Do not pin or staple the photograph to the form. Sign with a black ball pen in the box below the photograph.
6. **Attach one extra photograph to the form using a clean paper clip.** Write your Name and MBA 2013, on the reverse side of the photograph. Do not get the photograph attested. Do not pin or staple the photograph to the form.
7. Please ensure that all information provided is correct and accurate. Admission on false information will be ipso facto null and void.
8. The completed application form should be sent by appropriate means well in advance of the due date (preferably by means of which e-tracking is possible) to the respective Campuses **positively by the due date**. Applications reaching us after the due date are liable to be rejected / may not be processed.
9. **Enclose photocopies of Pass certificate of Class 10, marksheets of Class 10, Class 12, Graduation, or marksheets upto pre-final year for candidates who would be completing graduation / qualifying examination in 2013, as well as Caste / Special Category certificates.** Write your Name, your telephone number and MBA 2013 on the back of each of these papers. All such papers must be stapled or stitched to the form.
10. **All candidates belonging to the SC, ST or OBC categories must obtain caste certificates which should be obtained in proper format, and signed by appropriate authority of rank not less than SDO.** The OBC applications must indicate subcategory & state.
(**Note:** Final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute). Candidates belonging to PH category must send photocopy of relevant certificate(s) in proper format **signed by appropriate authority**.
11. Do not enclose any original certificates with your application.
12. 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.

Specific Instructions

13. **Choice of Place for Study (Campus):** Candidates must write only one choice of place for study / Campus amongst the following Campuses - Allahabad / Jaipur / Kolkata / Lalpur / Mesra / Noida / Patna.
14. **Name:** Write your name as in your Class 10 certificate, as follows: -
First Name, Middle Name(s) and Surname. Write one letter in one block, and leave one block blank between parts of the name. Do not write MR / MS / SHRI / SMT, etc. If space is insufficient, use initials for middle name(s).
15. **Father's Name & Mother's Name:** Please refer item 14.
16. **Date of Birth:** Use dd-mm-yyyy format. Thus, if your date of birth is 14 April 1988, you should fill in 14 04 1988.
17. **Sex:** Put tick mark in appropriate box.
18. **Caste:** Tick the box for General / SC / ST / OBC as the case may be. If you belong to the SC, ST category, enclose photocopy of caste certificate in proper format signed by appropriate authority of rank not less than SDO. The OBC applications must indicate subcategory & state.
19. **Other Category:** Select the appropriate special reservation category if applying under any such category as given in Sec. 8. Candidates applying under the Physically Handicapped category must provide photocopy of disability certificate in proper format from a Civil Surgeon. Candidates, who are wards of BIT employees must provide proper proof / certificates from appropriate authority.
20. **State of Eligibility:** Please write the state from where you have completed / are completing graduation (qualifying examination) [i.e., state in which your college / university is located where you have completed / are completing graduation (qualifying examination)].
21. **CAT 2012 / CMAT- SEPT 2012 or FEB 2013 Details:** Write your CAT 2012 / CMAT – SEPT 2012 or FEB 2013 Test Registration No, Center Code, E-mail address as registered in CAT / CMAT and Total Percentile / Scores in CAT 2012/CMAT-SEPT 2012 or FEB 2013.
22. **Educational Record: Percentage of marks in Graduation:** Calculate as mentioned under eligibility criteria (Please keep photocopies of your mark sheets and pass certificates of Class X, Class XII and Graduation/equivalent exam in hand for reference).
 - Please write name of Board / University for Class X, Class XII and Graduation/equivalent exam and 'Year of Passing' referring to the photocopies of the aforesaid marksheets/ pass certificates. [For those whose results of graduation is yet to be declared: indicate year of passing – 2013]
 - Please write name of the Graduation/equivalent exam referring to the photocopies of the aforesaid marksheets/ pass certificates.
 - If you have cleared all the subjects in the said examinations in the first attempt- write 1. If you have had to clear one or more subjects later [back papers etc.] write 2 or 3 etc counting the total number of attempts you had to make to clear the subjects and receive pass certificate.
 - Write all the subjects that you passed in Class X, Class XII and Graduation/equivalent exam in the appropriate box: e.g. Phys, Math, Stat, Eng, Eco, etc
 - Indicate percentage of total marks secured for Class X, Class XII and Graduation / equivalent exam in appropriate box.

Note: For candidates who are appearing / appeared in 2013 and the results are not yet declared should write 'APP in the 'Number of attempts'.
 - **College Details:** Please write the details [name of college, address, telephone number] referring to relevant papers of your own college. You should note these down in a piece of paper beforehand.
 - **Qualification:** Write BBA/B.E./BCA or as the case may be [qualifying examination]

23. **Professional Work Experience:** Write name of Employer, Post Held, Duration and work description in appropriate fields.
24. **Address for Communication:** Write the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
25. **Permanent Address:** Write the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
26. **Details of Demand Draft:** Please write in the details as required in the Form.
27. **Declaration and Undertakings:** The candidate must sign the declaration, and also the undertaking after reading them. A parent or legal guardian should sign the second undertaking.

Sec 3: 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. 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 graduatesOR
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.

Sec 4. Eligibility Criteria for the full-time MBA programme 2013

- 1) **Candidates must have appeared in CAT-2012 / CMAT- SEPT 2012 or FEB 2013 and should have valid Score in CAT-2012 / CMAT- SEPT 2012 or FEB 2013.**
- 2) Candidates must hold a Bachelor's Degree or equivalent qualification of any of the Universities incorporated by an act of the central or state legislatures in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India / AIU. This degree must entail a minimum of three years of education after completing higher secondary schooling [Class 12 or equivalent] (10+2+3 system).
- 3) Candidates must have minimum 50% marks or equivalent CGPA in Honours / aggregate (45% for SC/ST) in graduation.
- 4) Candidates appearing for final examinations of their Bachelor's programme in 2013 can also apply, provided they have obtained requisite marks or equivalent (as per item 3 above) based on latest available grades / marks at the time of applying, and if selected can join the programme provisionally. At the time of the counselling they must bring the following:
 - a) 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.
 - b) A certificate in original from the Principal certifying that they have obtained requisite marks or equivalent (as per item (3) above), based on latest available grades / marks.

Their admission will be confirmed only when they submit the mark sheet and a certificate of having passed the Bachelor's degree / equivalent qualification with requisite marks as per item (3) above. They must submit proof of passing their final examinations with requisite marks by 31 October 2013. Non-fulfillment of this condition will automatically result in the cancellation of the provisional admission.
- 5) **Candidates with qualifications acquired through correspondence or distance-learning programmes are eligible only if (a) the programmes are recognized by the DEC-IGNOU, (b) they have passed the qualifying examination at the time of applying, with minimum requisite marks in average calculated as per item (3) above. They must enclose photocopies of pass certificate and marksheets of qualifying examination with their application.**

Notes:

- (1) 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>).
- (2) In case, any Board / University awards grades instead of marks, the calculation of equivalent marks would be based on the procedure prescribed by the Board / University. In case, a University does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing obtained CGPA with the maximum possible CGPA and multiplying the resultant with 100.
- (3) At any level of the studies [class X, class XII or graduation], a candidate / applicant must have passed all the required subjects at that level from the same board/ University.

Sec 5. Documents verification cum Admission

Expected dates of document verification cum admission:

- Based on the data provided in their forms, the list of eligible candidates for each Campus will be notified on our website by 20 April 2013 and updated when required.
- Each Campus will shortlist candidates for documents verification cum admission on the basis of their Total Percentile / Scores in CAT-2012 / CMAT- SEPT 2012 or FEB 2013, provided they have applied for that Campus, and fulfill the eligibility criteria mentioned in the preceding pages and notification(s) on the Institute website.
- Campus-wise list of eligible candidates with registration numbers will be displayed by 20 April 2013 on the **Institute website and Notice Boards at Mesra / concerned Campuses only. No separate intimation will be sent to candidates.**
- Candidates will be called for document verification cum admission as per schedules given in page 2 of this Information Brochure. The tentative dates are liable to be changed.
- Candidates should appear for document verification cum admission only at that Campus which is their choice of place for study/Campus.
- Candidates who appear for document verification cum admission must carry a required set of documents to their choice of place for study/ Campus. Please see Sec 7 for details.

Note:

The Institute may conduct 1, 2 or more rounds of the process depending on vacancy of seats after each round.

Sec 6. Selection Procedures

Selection Procedure:

Provisional selections for the MBA programme will be made on the basis of total percentile / scores obtained by a candidate in CAT-2012 / CMAT- SEPT 2012 or FEB 2013.

Each Campus will shortlist candidates for documents verification cum admission on the basis of data submitted by the candidates on their application forms for 1st round.

The waitlisted candidates may be called for document verification and admission process against the vacant seats, if any, in successive rounds, as required. The same will be intimated on the Institute website only as web notifications. **No separate intimation will be sent to candidates.**

Please note that we may put up more than one notification on our website, to fill up vacancies, if any. **Candidates should thus check institute website <http://www.bitmesra.ac.in> regularly for any updates or matters related to the admission procedures. 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.
- Those who fail to submit the final degree / qualifying examination in time as stipulated or fail to secure minimum eligible marks in the degree / qualifying examination.

Sec 7. Documents required at the time of document verification cum admission

Candidates must carry the originals of the following documents at the time of document verification cum, as well as one set of photocopies:

1. Pass certificate of Class 10
2. Marksheet of Class 10
3. Marksheet of Class 12 / Intermediate or equivalent
4. Marksheets of Graduation for graduates
OR
Marksheets upto pre-final year for candidates graduating in 2013. They must also bring the following:
 - a) 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.
 - b) A certificate from the Principal certifying that they have obtained requisite marks or equivalent based on latest available grades / marks.
5. **Candidates with qualifications acquired through correspondence or distance-learning programmes must carry a proof of pass certificate in addition to marksheets of graduation.**
6. Printout of Admit Card / Hall Ticket of CAT 2012/ CMAT – SEPT 2012 or FEB 2013 [as received by e-mail]
7. Printout of Score Card of CAT-2012 / CMAT- SEPT 2012 or FEB 2013
8. Caste certificate / special category certificate (if applicable)
9. Crossed Demand Draft for Rs.1,200/- (General) (Rs.800/- for SC/ST) in favour of 'Birla Institute of Technology', payable at that city where the Campus is located.
10. Photo identification: (Driving license, Passport, PAN Card, Voter ID, College ID, Employee Identification Card are acceptable)
11. Requisite admission fee in the form of Demand Draft(s).

Documents required at the time of admission:

If provisionally selected, 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.

Provisionally selected candidates appearing for final examinations in 2013 will be required to sign an undertaking at the time of admission on Non-Judicial Stamp Paper to the effect that if they fail to obtain the requisite marks in their qualifying examination (graduation) their admission will be cancelled. The deadline for submission of the marksheet / degree certificate is 31 October 2013, failing which the provisional admission will be cancelled. (Please see Sec 12 for the format of the above undertaking).

Classes will commence from 15 July 2013 at all Campuses.

Sec 8. Total Number of Seats, Reservations and Seat Distribution

The number of seats offered in 2013 in the MBA programme at various Campuses is as given below:

Campus	Mesra		Lalpur		Allahabad		Jaipur		Kolkata		Noida		Patna	
	JH	AI	JH	AI	UP	AI	RJ	AI	WB	AI	UP + NCR	AI	BH	AI
Number of seats	45	45	60	60	20	20	30	30	20	20	30	30	20	20

Abbreviation- JH – Jharkhand, AI – All India, RJ- Rajasthan, WB- West Bengal, UP- Uttar Pradesh, NCR – National capital Region of Delhi, BH - Bihar

Reservations: Currently the Institute follows reservations as given below for its MBA programme.

- For all programmes at the Institute which are supported by any of the respective the State Governments., the reservation criteria for SC & ST for the state quota are as per the norms of the respective State Government.
- For all other programmes the reservation criteria for SC & ST are as per the statutory norms of Central Govt. (SC -15% & ST - 7.5%)
- The Institute observes statutory reservation for physically handicapped persons (3%).
- Upto 6% of the seats at the Campuses other than Mesra are reserved for candidates who are sons and daughters of serving employees of BIT, who otherwise have qualified for admissions.
- The seats shall be reserved equally for both groups CAT and CMAT respectively. However, 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.
- At all Campuses 50% of the total seats are reserved for candidates who have passed / are appearing for their qualifying examination (graduation) from the state where Campus is located, taking it as one zone and the remaining 50% are for candidates who have passed / are appearing for their qualifying examination (graduation) 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 College where he/she has passed/is appearing for the qualifying examination / graduation).

However the final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute.

Note: Please write the state of eligibility while filling the application form. (Examples):

	State of Eligibility
Qualifying examination (graduation) from Jharkhand	Jharkhand
Qualifying examination (graduation) from Rajasthan	Rajasthan
Qualifying examination (graduation) from West Bengal	West Bengal
Qualifying examination (graduation) from Uttar Pradesh	Uttar Pradesh
Qualifying examination (graduation) from Delhi	Delhi
Qualifying examination (graduation) from Bihar	Bihar

Sec 9. Financial Information for the full-time MBA programme

Fees payable [In INR] for the full-time MBA programme at various Campuses With effect from the session 2013 - 2014

Fee payable at a glance at the time of admission and in each subsequent semester

Particulars	1st Sem	2nd Sem	3rd Sem	4th Sem
Tuition Fee	64000	64000	70500	70500
Registration Fee	5000	5000	5000	5000
Institute Exam Fee, Library & other student facilities	11500	11500	12000	15000
Sub-Total (A) :	80500	80500	87500	90500
Hostel Room Rent, Gen. Maint. & Electricity (For Main Campus at Mesra and at BIT Patna Campus only)*	11500	11500	12000	12000
Sub-Total (B) :	11500	11500	12000	12000
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 for BIT Mesra and BIT Patna Campus (A+B+C)	112000**	92000	99500	102500
Grand Total for Other campuses (A+C) :	100500**	80500	87500	90500

* Hostel fees is applicable at Main Campus at Mesra and at BIT Patna Campus only.

** Fees payable at the time of admission

Notes:

- Hostel facilities are provided only at the Main Campus at Mesra and BIT Patna Campus. Hostel mess charges at BIT Mesra & Patna Campus will be approximately Rs. 2,500/- per month. **Students at BIT Mesra and BIT Patna Campus will 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. For the July 2013 session, this mess advance will be Rs. 10,000/-.**
For BIT Mesra - Hostel Caution Money (One Time only - Refundable) and Hostel Mess Advance (each semester) are payable by crossed Demand Draft in favour of "BIT Hostels Mess Account" payable at Ranchi.
- All other fees must be paid by **crossed Demand Draft in favour of "Birla Institute of Technology" payable at Ranchi (for admission at Mesra or Lalpur), payable at Allahabad (for admission at Allahabad), payable at Jaipur (for admission at Jaipur), payable at Kolkata (for admission at Kolkata), payable at Noida (for admission at Noida) and payable at Patna (for admission at Patna).**
- 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 10. The Master of Business Administration Programme

The 2-Year (4-Semester) Master of Business Administration (MBA) Programme of the Institute was launched in the year 1980.

The programme prepares students with requisite skills to make successful careers as management professionals in competitive business environment. The course structure and contents are regularly updated to keep pace with the changing business environment.

The programme helps student to develop the following talents:

- Strong analytical, problem solving and decision-making skills
- Global competencies and the ability to perform in cross-cultural environments
- The highest standards of integrity, ethics and social consciousness
- Communication, team building and other soft skills to become effective and industry ready managers
- Awareness of the socio-economic environment
- Personalities with socially desirable values and attitudes

The teaching methodology is practical, hands on and real time, rather than merely theoretical. Case studies, Problem Solving Exercises, Role- Plays, Management Games and Presentations are extensively used. The curriculum is planned so as to facilitate learning in theory and practice of all aspects of the discipline of management.

The MBA programme comprises of 4 semesters. The curriculum of the first two semesters provides the foundation in “basic management” courses. The curriculum of third and fourth semester focuses on imparting in-depth training in conceptual and practical aspects of functional and sectoral specialization and integrating courses.

The curriculum offers dual Functional Specialization along with Sectoral Specialization. Functional Specialization courses are offered in the broad areas of Finance, Human Resource Management, Marketing and System Management. The Sectoral Specialization courses equips a student with specialized competencies for a particular sector of industry.

Each student undertakes two projects during the tenure of the programme under the guidance of the faculty members. The project facilitates learning through practical application of the concepts.

One foreign language is included as a core subject in the curriculum to fulfill the objectives of developing global competencies in students.

The Course Structure for the MBA Programme

The total number of credits required for an MBA degree is 94 as given below:

Core Courses	: 44 Credits
Specialization Course -I	: 12 Credits
Specialization Course -II	: 12 Credits
Sectoral Specialization	: 06 Credits
Breadth Courses	: 12 Credits
Project	: 04 Credits
Sessional	: 04 Credits

Semester – I			Semester – II		
Code	Subject	Units	Code	Subject	Units
MBA 1001	Management Principles & Practices	3	MBA 2003	Human Resource Management	3
MBA 1003	Financial Management and Accounting	3	MBA 2005	Business Research	3
MBA 1005	Organizational Behaviour	3	MBA 2007	Managerial Economics	3
MBA 1007	Marketing Management	3	MBA 2009	Operations Research	4
MBA 1009	Quantitative Techniques for Management	4	MBA 2010 (Sessional)	IT for Managers	2
MBA 1011	E-Business	3	MBA 2012	Strategic Management	3
MBA 1013	Management of Manufacturing Systems	3	MBA 2013 (Sessional)	Business Communication II	3
MBA 1014	Business Communication I (Non Credit)			Breadth Course (inter departmental)	3
	Total	22		Total	23

Functional Specialization and Sectoral Specialization

Students are offered dual Functional Specialization. They study 8 courses (3 credits in each course) in any 2 areas of Functional Specialization, that is, 6 electives from any one Functional Specialization area below and 2 electives from any other Functional Specialization area. In addition to that, students opt for 2 courses (3 credits in each course) from any of the Sectoral Specialization areas.

SEMESTER –III:

SUBJECT CODE	NAME OF SUBJECT	Credits
	Functional Specialization – I	
See Annexure-I	Subject - I	3
See Annexure-I	Subject – II	3
See Annexure-I	Subject - III	3
	Functional Specialization - II	
See Annexure-I	Subject - I	3
See Annexure-I	Subject – II	3
See Annexure-I	Subject – III	3
	Sectoral Specialization	
See Annexure-I	Subject - I	3
MSH 1143 / MSH 1145	Breadth Course (French-I / German-I)	3
	Total Credits	24 Credits

Semester – IV:

SUBJECT CODE	NAME OF SUBJECT	Credits
	Core Courses	
MBA 4007	Business Law	3
MBA 4009	Business Ethics & corporate governance	3
	Functional Specialization – I	
See Annexure-I	Subject – IV	3
	Functional Specialization - II	
See Annexure-I	Subject – IV	3
	Sectoral Specialization	
See Annexure-I	Subject - II	3
MSH 1155 / MSH1157	Breadth Course(French-II/German-II)	3
MSH 1149	Breadth Course (Intellectual Property Right)	3
MBA 4002	Project	4
	Total Credits	25 Credits

Annexure – I

Functional Specialization areas and courses are:-

Financial Management Area			Marketing Management Area		
Code	Name of Subject	Credit	Code	Name of Subject	Credit
MBA 3001	Management of Financial Services	3	MBA 3017	Consumer Behavior	3
MBA 3003	Investment and Portfolio Management	3	MBA 3019	Marketing Research	3
MBA 3005	Corporate Finance	3	MBA 3021	International Marketing	3
MBA 3007	International Finance	3	MBA 3023	Industrial Marketing	3
MBA 3009	Corporate Taxation	3	MBA 3025	Advertising and Integrated Marketing Communication	3
MBA 3011	Management of Financial Derivatives	3	MBA 3027	Retail Management	3
MBA 3013	Corporate Accounting	3	MBA 3029	Services Marketing	3
MBA 3015	Cost and Management Accounting	3	MBA 3031	Sales and Distribution Management	3
			MBA 3033	Brand Management	3

Human Resource Management			Systems Management Area		
Code	Name of Subject	Credit	Code	Name of Subject	Credit
MBA 3035	Human Resource Planning	3	MBA 3051	R.D.B.M.S.	3
MBA 3037	Industrial Relations & Labor Laws	3	MBA 3053	Business Data Communication	3
MBA 3039	Recruitment, Selection and Training	3	MBA 3055	Enterprise Resource Planning	3
MBA 3041	Organizational Change and Development	3	MBA 3057	Programming Technology – I (C++)	3
MBA 3043	Organizational Theory and Design	3	MBA 3059	Programming Technology –II (Java Application)	3
MBA 3045	Compensation and Rewards	3	MBA 3061	Software Engineering	3
MBA 3047	Performance Management Systems	3	MBA 3063	Multimedia and Web Designing	3
MBA 3049	Individual and Group Behavior	3	MBA 3065	System Analysis and Design	3

Sectoral Specialization and courses are:-

Health Care Management			Operations and Manufacturing Management		
Code	Name of Subject	Credit	Code	Name of Subject	Credit
MBA 3067	Management of Medical and Health Services	3	MBA 3071	Technology Management	3
MBA 3069	Hospital Planning	3	MBA 3073	Supply Chain Management	3

Insurance and Bank Management			Hospitality Management		
Code	Name of Subject	Credit	Code	Name of Subject	Credit
MBA 3075	Bank Management	3	MBA 3079	Hotel Management	3
MBA 3077	Insurance Management	3	MBA 3081	Tourism Management	3

Agro Business Management			Safety Management		
Code	Name of Subject	Credit	Code	Name of Subject	Credit
MBA 3083	Agro and Cooperative Management	3	MBA 3087	Safety Organization and Management	3
MBA 3085	Rural Marketing	3	MBA 3089	Accidents Prevention and Safety Acts	3

Sec 11. 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.

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 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 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 or 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 regulations, 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 BIT Mesra and BIT Patna Campus. All students admitted at BIT Mesra and BIT Patna Campus 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 12. Addresses and contact details for BIT Mesra, and our Campuses
at Allahabad, Jaipur, Kolkata, Lalpur, Noida and Patna**

The 2-year (4-semester) full-time MBA programme, which will commence in July 2013, will be offered at the Birla Institute of Technology, Mesra, and our Campuses at Allahabad, Jaipur, Kolkata, Lalpur, Noida and Patna.

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

Campus	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 For Information about MBA programme: Head Department of Management BIT Mesra, Ranchi - 835215 Phone: 0651–2275233
Allahabad	Director, Birla Institute of Technology Campus B-7, Industrial Area, P.O. TSL Naini, Allahabad 211010 Phone: 0532– 2686668 / 2687363, Fax: 2687554 e-mail: bitallahabad@bitmesra.ac.in
Jaipur	Director, Birla Institute of Technology Campus 27, Malviya Industrial Area, Jaipur 302017 Phone: 0141– 4019798 / 4019819, Fax: 2751601 e-mail: bitjaipur@bitmesra.ac.in
Kolkata	Director, Birla Institute of Technology 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: bitkolkata@bitmesra.ac.in
Lalpur	Director, Birla Institute of Technology Campus Lalpur, Ranchi 834001, Phone: 0651–2531817 / 2531676, Fax: 2531658 / 2531676 e-mail: bitlalpur@bitmesra.ac.in
Noida	Director, Birla Institute of Technology Campus A-7 Sector-1, Noida 201301 Phone: 0120 – 2543484 / 2553661 / 3662, Fax: 2554146 e-mail: bitnoida@bitmesra.ac.in
Patna	Director, Birla Institute of Technology Campus 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 Campuses

Sec 13. Undertaking for candidates appearing for final examinations in 2013

Format of Undertaking to be typed and submitted on Non- Judicial stamp Paper, signed by Public Notary, at the time of admission by those candidates who are provisionally selected for the MBA Programme of the Institute, and who are appearing for their final examinations in 2013.

Please fill in all blanks, select relevant items and delete what is not applicable.

1. I, _____ S/o _____
resident of _____ P.S. _____
Dist. _____ hereby declare that I am fully aware that minimum marks for admission to MBA Programme of the Birla Institute of Technology is% (.....% for SC/ST) in Honours / aggregate of all subjects in all years in graduate level and therefore I shall be disqualified for admission to MBA Programme of Birla Institute of Technology, if I do not secure minimum% marks (..... % for SC/ST) in Honours / aggregate of all subjects in all years in graduate level or equivalent eligibility qualification.
2. I belong to SC / ST / OBC / General category (strike out whichever is not applicable)
3. I do hereby undertake that since I have been provisionally allowed to appear in the selection procedure to MBA Programme although my graduation / equivalent eligibility qualifying examination has not yet been published, I shall not insist on extension / conversion of the provisional admission, if
 - i. I fail to secure minimum% marks (.....% for SC/ST) in Honours / aggregate in all subjects in all the years in such graduation or equivalent eligibility qualifying examination, or
 - ii. I fail to produce the official result by the 31st October 2013.
4. I undertake that all the certificates / documents submitted by me are authentic and are issued by competent authority.
5. I undertake that if at any time during the programme I am found not to be eligible for admission for not having required marks in graduation, my admission shall be cancelled.

Counter Signed

(Guardian)
Name & Address in Block Capitals

Name_____

Address_____

(Applicant)
Name & Address in Block Capitals

Name_____

Address_____

Sec 14(a). Anti-ragging affidavit to be filled by student at the time of admission

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

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