BBA BCA Admission Brochure- Monsoon-2024 Academic Year 2024-25

BACHELOR OF BUSINESS ADMINISTRATION(BBA)/ BACHELOR OF COMPUTER APPLICATION(BCA)

Introduction

An Introduction

This Information Brochure covers admissions to full-time **3-year (6 semesters)/4-year (8 semesters)** Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA) programs **(as per NEP guidelines)** at BIT Mesra (Lalpur) and its Off campuses Deoghar, Jaipur, Noida and Patna which will tentatively commence from August 2024.

BBA Program:

The Department of Management was established at the Institute in 1979. Presently, the Department offers different academic programs in the field of management and its allied areas, which include Bachelor of Business Administration (BBA), Master of Business Administration (MBA), and PhD in Business Management. The state-of-art infrastructure of the department at main campus and its various Centers of the institute include fully equipped classrooms, seminar rooms and library facilities with required online databases. The faculty members are well qualified and highly committed with a blend of experience in industry. Senior professors from premier institutions and executives from industry are invited as visiting faculty to deliver guest lectures.

Need and Aim of the BBA Program:

The mission of the BBA program is to equip the students with theoretical concepts, good communication skills and adequate business knowledge. The program also imparts requisite creative and ethical competency through intensive training for developing overall personality, thereby inculcating self-confidence and team spirit of the student. The training pedagogy comprises of Case Analysis Presentations, Group Discussions, Problem Solving Techniques appraising the real-life business problems with analytical ability and thus the students will be prepared to meet the expectations of the industry under fast changing virtual business environment. The graduates turn out to be well versed to opt for higher education or entry level managerial assignments. The former students of the BBA program of our institute are well placed in leading organizations in India and abroad, thereby adding laurels to their alma mater.

Academic System:

The 4 years full time program adopts a Semester system comprising of two semesters (Monsoon and Spring) in an academic year. The Monsoon semester is held during July to December while the Winter Semester is from January to May with sixteen weeks of class in each semester. The course structure includes Core Management subjects along with Functional electives in the areas of Finance, Marketing, Human Resources, Information Technology, Digital Marketing and Business Analytics. The program follows a combination of Progressive and End Semester Evaluation of student performance.

BCA Program:

The department of Computer Science & Engineering (CSE) at Birla Institute of Technology, Mesra was established with the commitment to motivate and nurture young minds for production of excellent manpower to meet the ever-changing needs of industry. Over the years, the department has succeeded in creating its place of excellence among its counterparts in the country and abroad. The department is committed to provide budding technocrats with expert guidance and latest laboratory facilities for their technical up-liftment and developments of professional traits. At present the department is offering two (2) undergraduate programs in B.Tech.(CSE) and B.Tech. (AI&ML) and five (5) postgraduate programs, viz., M.Tech., MCA and Ph.D. in different fields of Computer Science. These courses have been designed keeping in view the requirement of our primary stake holders i.e. the students and their future prospects.

In view of the growing demand of IT professionals in the area of computer application, a course like BCA is the need of the hour, where students can apply the principles of computer science to solve problems arising in interfacing business and technology. In this direction the department is successfully producing BCA students since 1998 for girls at its extension center in Lalpur. This received a tremendous response and in 1990 two extra shifts were added to run the course for boys as well. Currently the BCA program is being offered by the institute at its Off Campuses Deoghar, Jaipur, Lalpur, Noida and Patna where students are exposed to various areas of computer applications including the latest developments in the industry and has been addressing the changing needs of IT industry by periodically updating the syllabus and including newer technology.

The primary objective of the course is to initiate young minds into the world of computer applications and provide them with a strong base in the domain of software. The course structure envelops all aspects required by a successful IT professional and on completion of the course, students will be absolutely ready to face the challenges of a dynamic and challenging industry. The course structure includes core technical subjects alongwith functional electives in the area of Artifical Intelligence and Machine Learning, Data Science and High Performance Computing.

After successful completion of this 4-years BCA course, students get placed in good organizations however, a large number of students also opt for higher education after completing the course.

Important Dates

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Online Application Form Starts	**09th May 2024**
Last date for submission of Online Application	**22nd June 2024**
Declaration of Result	**28th June 2024**

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

Eligibility Criteria

Eligibility Criteria

Sl.No.	Program	Campus	Eligibility criteria
1	BBA	Deoghar, Jaipur, BIT Mesra(Lalpur), Noida and Patna	Candidates must have passed Class 12* / Equivalent Qualifying Examination with minimum 50% (45% for SC/ST/PwD) marks with English as a subject in the qualifying examination.
2	BCA	Deoghar, Jaipur, BIT Mesra(Lalpur), Noida and Patna	Candidates must have passed Class 12* / Equivalent Qualifying Examination with minimum 50% (45% for SC/ST/PwD) marks with English and Mathematics / Computer Science / Information Practice / Info. Tech Program / Biology or equivalent as subjects in the qualifying examination.

* [The percentage of marks in Class 12 / equivalent qualifying examination shall be considered based on the Board's calculation of percentage for the award of Division / Degree / Certificate].

Notes:

- Only those candidates whose date of birth falls on or after 1 October 1999 in case of General category and 1 October 1994 in case of SC/ST/PwD are eligible for admission. Date of Birth as recorded in the Secondary Education Board Class X (High School) certificate only will be considered as authentic.

- Candidates with foreign diplomas should see the EdCIL website for equivalence (http://www.edcil.co.in), and if required should obtain an equivalence certificate from the evaluation division of the AIU (website http://www.aiuweb.org).

- In case any Board awards grades instead of marks, the calculation of equivalent marks would be based on

the procedure prescribed by the Board.

- At the time of document verification, candidates will be required to produce originals of Pass Certificate of Class 10, Marksheets of Class 10 and Class 12 showing requisite minimum marks, as well as Caste or Special Category certificates in proper format signed by appropriate authority (please see instructions).

- **Candidate must have passed all the required subjects at Class 12 level from the same Board.**

Application, Selection Procedure and Reservation Policy

How to Apply

1. To fill online application form, click on the link **"APPLY ONLINE"** to register for the program and create password for the application process. Do not share the password with anybody.

2. Eligible candidates must complete and submit the application form online only [link available on the Institute website www.bitmesra.ac.in]. Pay application fee of Rs.1,500/- (General / EWS candidates) and Rs.1,000/- (SC/ST candidates) through paymnt Gateway (candidates may use net banking / debit card / credit card of any nationalized bank) till the last date of application process. **Fee once remitted shall not be refunded.**

3. **Please use separate application form for each campus with available BBA/BCA Program.**

4. **Candidates should proceed to fill the Online Application Form only after they satisfy themselves that they fulfill all the eligibility criteria.**

Important Instructions:

- Candidate must have adequate proficiency in written & spoken English to cope with the program as all instruction and examinations will be in English only.

- The Form / Application numbers on each online application form may be noted and cited in correspondence if required.

- Please fill and submit the application form online only, take printout of the same and retain with you.

Required List of Documents

VERIFICATION OF DOCUMENTS: Physical verification of documents will be conducted at a later stage after physical classes resume and students report on campus. In case if any information/document provided by the applicant online is found to be incorrect/ inaccurate / false, the admission of such applicants is liable to be cancelled and all fees paid by the applicant shall be forfeited. Decision of the Vice Chancellor, BIT Mesra will be final in such matters.

Candidates will be required to furnish the following documents/certificates in original as well as one set of photocopies during verification of documents at a later stage.

1. A print-out of the duly completed online form

2. One recent colour photograph [same as uploaded on the form]
3. **Following originaldocuments / certificates:**
   - Pass certificate of Class X (for age proof)
   - Marksheet of Class 10

- Marksheet of Class 12 / Intermediate or equivalent
- CLC/ Migration Certificate
- Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO**
- Candidates belonging to other special categories (Persons with Disability [PwD] / Ward of BIT Employee / Kashmiri Migrant / Economically Weaker Section [EWS]) must provide photocopy of certificate in proper format from appropriate authority.
- Photo identification: (Driving license, Passport, PAN Card, Voter ID, Aadhaar Card, School / College ID, are acceptable

Selection Procedure

Provisional selection to BBA and BCA programs will be based on marks obtained by the candidates in Class 12 / Intermediate / equivalent qualifying examination. However, candidates must meet the age criteria and other minimum academic requirements (see Eligibility Criteria).

Direct Admission: Students having 85% marks or above in their qualifying examination shall be considered for Direct Admission.

The shortlisted candidates will be called for documents verification cum admission based on their merit and data submitted by the candidates on their application forms for 1st List. The same will be intimated on the Institute website only as web notifications.

The waitlisted candidates or candidates not called in 1st list may be called for documents verification cum admission process against the vacant seats, (if any), in successive rounds, as required. The same will also be intimated on the Institute website only as web notifications.

Cancellation of Admission Offer: The admission of a candidate will be automatically cancelled:

a. if any information provided in the application form is found incorrect or missing.

b. those who fail to submit the marksheet of Class XII or equivalent qualifying examination in time as stipulated.

Note: Eligible SC/ST, OBC, PwD students admitted to above programs at any of the Campus should submit their scholarship form in the Scholarship Section of the Campus for the academic year by February for processing scholarship to SC/ST, OBC, PwD students each year, as per UGC guidelines.

Reservations:

For all programs at the Institute which are supported by any of the respective State Governments, the reservation criteria for the state quota are as per the norms of the respective State Government.

1. For all other programs the reservation criteria for OBC, SC & ST are as per the statutory norms of Central Govt. (OBC-27.5%, SC -15% & ST - 7.5%)

2. The Institute observes statutory reservation for Persons with Disability (5%).

3. Upto 1 seat at its all Off Campuses is reserved for candidates who are Sons or Daughters of Kashmiri Migrant who otherwise have qualified for admissions.

4. Upto 10% seats (over and above the sanctioned intake) at all Campuses are reserved for candidates belonging to Economically Weaker Section (EWS).

5. At BIT Mesra(Lalpur), Off Campuses at Patna and Deoghar, 50% of the total seats are reserved for

candidates who have passed / are appearing for their qualifying examination (Class XII) from the state in which Campus is located. (The "State of Eligibility" of a candidate for the purpose will be determined on the basis of location of his/her School / College where (s)/he has passed/is appearing for the qualifying examination / Class XII).

[In case sufficient numbers of suitable candidates from any group are not available, the Institute reserves the right to fill the seats from the other group].

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

Notes:

1. The Institute reserves the right to lower the intake in a program without showing any reason.
2. **The Institute also reserves the right not to offer a particular program in case the number of students found to be eligible / admitted is less than sufficient in number.**

Examples for selecting state of eligibility from drop down box while filling online application form:

	State of Eligibility
Class XII / Qualifying examination from Jharkhand	Jharkhand
Class XII / Qualifying examination from Rajasthan	Rajasthan
Class XII / Qualifying examination from West Bengal	West Bengal
Class XII / Qualifying examination from Uttar Pradesh	Uttar Pradesh
Class XII / Qualifying examination from Delhi	Delhi
Class XII / Qualifying examination from Andhra Pradesh	Andhra Pradesh

Discipline, Conduct Rules, Anti Ragging Affidavit, Undertaking etc.

Discipline, Rules & Regulations

(including UGC Regulations on Ragging) and Medical Examination

Institute Rules & Regulations: For details of Institute rules and regulations, please see booklet provided at the time of admission.

Discipline

The Institute places a very high emphasis on discipline of students both inside and outside the campus. Students must abide by the Institute and agree to conform to the rules and regulations enforced from time to time. They must not do anything either inside or outside the Institute that will interfere with its orderly governance, discipline and image. Students must attend lectures, tutorials and practical classes regularly. A minimum attendance of 75% in lectures, tutorials and sessionals for each subject is essential for appearing in the Semester Examinations. Thus, students should attend all theory and laboratory classes from the first day of the academic year. In case of absence due to unavoidable circumstances, students are advised to take prior permission from the Dean / Head. In case of absence due to illness, students will have to produce a Medical report signed by attending Physician / Surgeon with an application from their parents or guardians. In such a case, parents/guardians should inform the authorities immediately. Students should strike a proper balance between extracurricular activities and academic requirements. A student's participation in extra-curricular activities should not be allowed to interfere in his/her academic schedule.

During teaching hours, the main lobby, the library, the corridors of the Institute and the area surrounding the Institute are to be observed as silence zones. Students must not cause any disturbance/ obstacle in these zones. Students must not indulge in any kind of misconduct or indiscipline or anti- social activities within or outside the campus. Students must not form a group causing any hindrance to the academic and administrative activities of the Institute. Those found doing so will be punished and strict disciplinary action will be taken by

the authorities. Students shall not damage the property of the Institute. Cost of such damage will be recovered from students, parents/guardians of the students.

Students must always carry their Identity Card and produce it on request. In case of loss or damage of Identity Card, the concerned authorities should be informed immediately.

Students are not permitted to enter and use the laboratory / workshop / sports ground if they do not wear appropriate dress. For example, they should enter the laboratory only with apron, cap or mask as instructed. Students should park their cycles in an orderly manner at the cycle stands. Students should follow the rules of the Canteen. Students are advised to read the Notice Boards regularly.

Students are strictly prohibited from possessing or consuming spirits, tobacco products and narcotic drugs either within or outside the campus, and if found violating this will be rusticated immediately, without warning.

Ragging in any form inside or outside the campus is strictly prohibited by law. Any students found ragging other students will be summarily expelled from the Institute and dealt with as per the directive of Hon. Supreme Court/Hon. High Court.

Each student must read the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" on the UGC website. Each student admitted to any of the Institute's programs must submit the two completed affidavits [one from candidate and one from parents] at the time of admission. [for details, please see Annexure -I (below) of this Information Brochure].

Medical

All selected students will be required to undergo medical examination by a Medical Officer of the Institute and their admission is subject to being found medically fit for the Program. 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: In

Force

Notwithstanding the nature of a program spread over more than one academic year, the regulations in force at the time a student joins a program 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.

Annexure - I

Procedure for submission of Anti-ragging Affidavit [during admission]

How can fill Online Affidavits and Why?

1. It is mandatory for every student and his/her parents to submit an anti-ragging affidavit at the time of admission. These are UGC's regulations.
2. It is the order of the Hon. Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location.

It is a simple procedure comprising 3 Steps

Step 1: Log on to

www.ANTIRAGGING.in

or www.AMANMOVEMENT.org

Click on the button called 'Online Affidavits'

Step 2: Fill in the information as desired and submit the form.

Step 3: On successful completion, you will receive affidavits, both for Students and Parents, through E-mail.

Note:

- **If you do not have an E-mail address, please create one before you fill an affidavit forms.**

- If your mother or father or guardian does not have a phone, or a mobile phone or email then please give the numbers / email of their friends or relations or neighbors.

- If you do not have a mobile number, then please give the mobile number of your friend in the Institute.

After filling this form successfully, you will receive the Student's Anti Ragging Affidavit and the Parents Anti Ragging Affidavit in your Email. Please print both the Affidavits, sign them yourself, request your parents to read the details and request them to sign their affidavit and then submit both during admission.

Fee Structure

Fee Structure

Hostel Facility is available at Deoghar Off Campus.

Limited Hostel for Girls / Vetted PG facility st Jaipur Off Campus

Contact Us

Campus	Addresses and contact details

Mesra	Dean of Admissions, Accreditation & Coordination, Birla Institute of Technology Mesra, Ranchi - 835215 *OR* Controller of Admissions, Birla Institute of Technology Mesra, Ranchi - 835215 *OR* Deputy Registrar-Admissions, Accreditation & Coordination, Birla Institute of Technology Mesra, Ranchi – 835215 Toll-Free:18003457057, 18003457058 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 4469, & 2275868 (Direct) e-mail: daac@bitmesra.ac.in, coa@bitmesra.ac.in, dr.aac@bitmesra.ac.in, admissions@bitmesra.ac.in
BIT Mesra(Lalpur)	Director, Birla Institute of Technology,Mesra(Lalpur) Ranchi 834001 Phone:9431361802, 9934514216 e-mail: admissionsbitlalpur@bitmesra.ac.in, dir.lalpur@bitmesra.ac.in
Noida	Director, Birla Institute of Technology, Off Campus A-7, Sector-1 Noida 201301 Phone: 0120-2440408 / 4264080/ 4263080 / 2553661 /2553662 e-mail: bitnoida@bitmesra.ac.in, dir.noida@bitmesra.ac.in
Patna	Director, Birla Institute of Technology, Off Campus Near Patna Airport, P.O. Bihar Veterinary College, Patna - 800014 Phone No.: **9264450104, 7739412470, 9955346969** e-mail: bitpatna@bitmesra.ac.in, dir.patna@bitmesra.ac.in
Deoghar	Director, Birla Institute of Technology, Off Campus Deoghar P.O. Jasidih Dist. Deoghar – 814142 (Jharkhand) Phone No: 06432- 277003, 277004 Mobile No: 9431926518, 7463881103, 7463881140 (WhatsApp) E-mail: **admissionbitd@bitmesra.ac.in**, bitdeoghar@bitmesra.ac.in
Jaipur	Director, Birla Institute of Technology,Off Campus Jaipur 27, Malviya Industrial Area, Jaipur – 302017 Phone No.: 0141 – 4019798

Mobile No.: 9358500803, 9414278777

E-mail: admisssion_bitj@bitmesra.ac.in, bitjaipur@bitmesra.ac.in

Please visit our Institute website for addresses and contact details of our other Off Campuses