

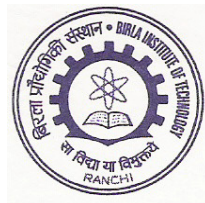
ADMISSION INFORMATION BROCHURE

for

**The 2-Year (4-Semester) Full-Time
MTM Programme
(Master of Tourism Management)
2014-2016**

at

**Birla Institute of Technology
Mesra off Campus Lalpur
Ranchi-834001**



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

Application Form for MTM 2014 available on website from	15 March 2014
Last date for receipt of completed forms along with crossed Demand Draft at Lalpur Campus, Ranchi	15 May 2014
Display of merit list and list of candidates to be called for Document verification cum Admission	20 May 2014
Commencement of Classes	1 August 2014

Notes:

Download and print the application form available on our website. Send completed application form with all required enclosures (see Sec 3) to Lalpur Campus in 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.

Sec. 1: Admission to MTM programme 2014 - An Introduction and How to Apply

The MTM Information Brochure 2014 covers admissions to the 2-year (4-semesters) full-time MTM (Master of Tourism Management) programme 2014 offered at the Birla Institute of Technology, Lalpur Campus, Ranchi. The programme will commence in August 2014.

The provisional selections will be made on the basis of previous academic records of eligible applicants.

Note:

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

How to Apply:

To apply for MTM programme 2014 **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.2,500/- (General) and Rs.1,500/- (SC/ST) candidates (non-refundable)** in favour of “**Birla Institute of Technology**”, Payable at Ranchi,
- ❖ Send completed form in A4 size envelope by Speedpost / reliable courier (means by which sender may track its movement on internet) **to the Office of Director, BIT Lalpur Campus, Lalpur Chowk, Ranchi – 834001 (Jharkhand), positively by the due date.**
- ❖ Write “**Application for MTM 2014**” on top of the envelope.
- ❖ **Applications reaching us after the due date are liable to be rejected / may not be processed.**

Notes:

1. Name and Address of the candidate needs to be mentioned on the reverse of the Demand Draft.
2. The completed application form must be sent to the BIT Lalpur Campus only.
3. Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.
4. Candidates should retain photocopies of the Demand Draft and the application form submitted for future reference.

Registration Numbers:

1. **The 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.**

For queries about the MTM programme, please contact the Director, Lalpur Campus. For queries about admission related procedures, please contact the Admission Office, at Lalpur, Ranchi.

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, bachelor's degree marks 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 MTM 2014, 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 Campus **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 2014, as well as Caste / Special Category certificates.** Write your Name, your telephone number and MTM 2014 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 or ST category must obtain caste certificates which should be obtained in proper format, and signed by appropriate authority of rank not less than SDO.**
(Note: Final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute). Candidates belonging to Persons with Disability (PwD) 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. **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).
14. **Father's Name & Mother's Name:** Please refer item 14.
15. **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.
16. **Sex:** Put tick mark in appropriate box.
17. **Caste:** Tick the box for General / SC / ST 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.
18. **Other Category:** Select the appropriate special reservation category if applying under any such category as given in Sec. 8. Candidates applying under the Persons with Disability (PwD) 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.
19. **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)].
20. **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 – 2014]
 - 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 2014 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 BA/B.COM/B.Sc./BBA/B.E./BCA or as the case may be [qualifying examinations]

21. **Professional Work Experience:** Write name of Employer, Post Held, Duration and work description in appropriate fields.
22. **Address for Communication:** Write the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
23. **Permanent Address:** Write the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
24. **Details of Demand Draft:** Please write in the details as required in the Form.
25. **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 “**MTM-2014**” on the back of the photo).
2. Crossed demand draft for **Rs.2,500/- (General) and Rs.1,500/- (SC/ST) candidates** (non-refundable) in favor of Birla Institute of Technology, payable at Ranchi (please see how to apply, Sec-1). Write your Name, telephone number and MTM 2014, on the back of the Demand Draft)
3. **A set of photocopies of certificates** as listed below: (write your Name and “**MTM-2014**” on the back of each of the photocopies):
 - a) Pass certificate of Class 10
 - b) Mark sheet of Class 10
 - c) Mark sheet of Class 12 / Intermediate or equivalent
 - d) Mark sheets of Graduation for graduates

OR

Marksheets upto pre-final year for candidates graduating in 2014, (s)/he must also enclose photocopy of a certificate from the Principal of Institute stating that:

 - (i) by 30 June 2014, (s)/he will have appeared for examination in all subjects required for obtaining his/her Bachelor’s degree.
 - (ii) (s)/he has 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) Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO.**
 - g) Candidates belonging to other special categories mentioned in Sec 8 [Persons with Disability (PwD) and Ward of BIT employee] must provide photocopy of certificate in proper format from appropriate authority.
 - h) Photo identification: (Driving license, Passport, PAN Card, Voter ID, Aadhar card, 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 MTM programme 2014

- 1) 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).
- 2) Candidates must have minimum 50% marks or equivalent CGPA in Honours / aggregate (45% for SC/ST) in graduation.
- 3) Candidates appearing for final examinations of their Bachelor's programme in 2014 can also apply, provided they have obtained requisite marks or equivalent (as per item 2 above) based on latest available grades / marks at the time of applying, and if selected can join the programme provisionally. At the time of reporting for documents verification cum admission such an applicant must bring a certificate in original from the Principal of Institute stating that:
 - (i) by 30 June 2014, (s)/he will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.
 - (ii) (s)/he has obtained requisite marks or equivalent (as per item (2) 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 (2) above. They must submit proof of passing their final examinations with requisite marks by 31 October 2014. Non-fulfillment of this condition will automatically result in the cancellation of the provisional admission.

- 4) **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 (2) above. They must enclose photocopies of pass certificate and mark sheets of qualifying examination with their application [Appearing candidate in distance learning programmes, whose results are yet to be declared, are not eligible to apply].**

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 information provided by the candidates in their application forms, the complete merit list along with the list of candidates to be called for document verification cum admission, will be notified on our website and institute's notice board on or before 20 May 2014. **No separate intimation will be sent to candidates.**
- Candidates will be called for document verification cum admission as per schedule 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 BIT Lalpur Campus.
- Candidates who appear for document verification cum admission must carry all the required documents in original as well as a set of photo copy of the same. Please see Sec 7 for details.

Notes:

1. **The Institute reserves rights not to run the course in the event of number of students less than the certain minimum.**
2. **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 MTM programme will be made on the basis of previous academic record.

The 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 reporting for documents verification cum admission

Candidates must carry the originals of the following documents at the time of reporting for document verification cum admission, 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 2014, (s)/he must also bring a certificate in original from the Principal of Institute stating that:

- (i) by 30 June 2014, (s)/he will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.
 - (ii) (s)/he has 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 mark sheets of graduation.**
 6. Caste certificate / special category certificate (if applicable)
 7. Photo identification: (Driving license, Passport, PAN Card, Voter ID, Aadhar card, College ID, Employee Identification Card are acceptable)
 8. 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 2014 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 2014, failing which the provisional admission will be cancelled. (Please see Sec 13 for the format of the above undertaking).

Classes will commence from 1st August 2014.

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

The number of seats offered in 2014 in the MTM programme at BIT Lalpur Campus is as given below:

Campus	Lalpur	
	JH	AI
Number of seats	15	15

Abbreviation- JH – Jharkhand, AI – All India

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

1. For all programmes at the Institute which are supported by the State Government., the reservation criteria for SC & ST for the state quota are as per the norms of the State Government.
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 Persons with Disability (PwD) (3%).
4. Upto 6% of the seats at the Campus is reserved for candidates who are sons and daughters of serving employees of BIT, who otherwise have qualified for admissions.
5. 50% of the total seats are reserved for candidates who have passed / are appearing for their qualifying examination (graduation) from Jharkhand, 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).

[NB: 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.

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 MTM programme

**Fees payable [In INR] for the full-time MTM programme at Lalpur Campus
For 2014 Batch**

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

Particulars	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Tuition Fee	53000	53000	53000	53000
Development Fee	4000	4000	4000	4000
Institute Exam Fee	3000	3000	3000	3000
Sub-Total	60000	60000	60000	60000

Additional amount to be paid at the time of admission:

- (i) Admission Fee (One time only) = Rs.15,000.00
- (ii) Caution Money (One time only-Refundable) = Rs.10,000.00 = Rs. 25,000.00

Notes:

1. All fees must be paid by **crossed Demand Draft in favour of “Birla Institute of Technology” payable at Ranchi.**
2. Students will be expected to provide themselves with stationery and textbooks, etc, as prescribed for different subjects.
3. The Institute reserves the right to revise the fees and other charges at any stage.
4. For rules regarding refund of fees on withdrawal, please see separate Notice on Notice Board

Sec. 10: The Master of Tourism Management Programme

The 2-Year (4-Semester) Master of Tourism Management (MTM) Programme of the Institute is launched in the year 2013.

The programme prepares students with requisite skills to make successful careers as management professionals in Tourism and Hospitality Industry. The course structure and contents will be regularly updated to keep pace with the changing Hospitality environment.

The programme helps student to develop the following talents:

- Insight on Tourism and Hospitality Industry.
- 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, Presentations and Industry Exposure are extensively used. The curriculum is planned so as to facilitate learning in theory and practice of all aspects of the discipline of Tourism and Hospitality management.

The MTM programme comprises of 4 semesters. The curriculum of the first two semesters provides the foundation in “basic tourism and 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 of Hospitality and tourism.

The curriculum offers wide range of electives in the broad areas of Tourism Management viz. Rural/Tribal Tourism, Adventure/Sports Tourism, Conference & Conventions/ Tourism Operations Management. The elective equips a student with specialized competencies for core as well as allied sectors of industry such as Event management, Mine Tourism, Medical Tourism etc.

Each student undertakes summer training and a project during the tenure of the programme under the guidance of the faculty members. The project facilitates learning through practical application of the Tourism Industry.

Foreign languages (French / German) are included as a core subject in the curriculum to fulfill the objectives of developing global competencies amongst students.

The Course Structure for the MTM Programme

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

Core Courses	: 39 Credits
Electives I	: 20 Credits
Breadth Courses	: 30 Credits
Project	: 03 Credits
Sessional	: 02 Credits

Semester-I

	Subject Code	Paper	Credit
Core Course	MTM-1001	Principles and Practices of Tourism	3
Core Course	MTM-1003	Tourism Geography	3
Core Course	MTM-1005	Indian Society & Culture	3
Core Course	MTM-1007	Tourism Business Environment	3
Core Course	MTM-1009	Tourism Products	3
Breadth Course	MBA-1001	Management Principles & Practices.	3
Breadth Course	MBA-1009	Quantitative Techniques for Management	4
Non Credit	MBA - 1016	Manager Like Qualities (MLQ)	-
Total Credits			22

Semester-II

	Subject Code	Paper	Credit
Core Course	MTM-2001	Travel Agency and Tour Operators	3
Core Course	MTM-2003	Ticketing and Cargo	3
Core Course	MTM-2005	Hotel & Resort Management	3
Breadth Course	MBA-1003	Financial Management & Accounting.	3
Breadth Course	MBA-1005	Organisational Behaviour	3
Breadth Course	MBA-2003	Human Resource Management	3
Breadth Course	MBA-2005	Business Research	3
Sessional	MBA-2014	Business Communication	2
Total Credits			23

Semester-III

	Subject Code	Paper	Credit
Core Course	MTM-3005	Heritage Tourism.	3
Core Course	MTM-3007	International Tourism	3
Elective I	MTM 3009/3011	Rural Tourism/Tribal Tourism	4
Elective II	MTM-3013/3015	Adventure Tourism / Sports Tourism..	4
Elective III	MTM-3017/3019	Conference & Conventions / Tourism Operations Management	4
Breadth Course	MBA-2010	IT for Managers	2
Breadth Course	MSH-1143/1145	Foreign Language (French-I /German-I)	3
Total Credits			23

Semester-IV

	Subject Code	Paper	Credit
Core Course	MTM-4001	Customer Relationship Management	3
Core Course	MTM-4003	Services Marketing	3
Core Course	MTM-4005	Emerging Trends in Tourism	3
Elective IV	MTM-4007 / 4009	Event Management / MICE.	4
Elective V	MTM-4011 / 4013	Mine Tourism / Medical Tourism	4
Breadth Course	MBA-4011	Entrepreneurship	3
Breadth Course	MSH-1155/1157	Foreign Language (French- II/German-II)	3
Project	MTM-4014	Project	3
Total Credits			26

Sec. 11: Discipline, Rules & Regulations, 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 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 sessional 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 Director. 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 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 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 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 programmes must submit the two completed affidavits [one from candidate and one from parents] at the time of admission. [for details please see Sec-14 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 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 is 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 Lalpur Campus

The addresses and contact details for BIT Lalpur Campus, is given below.

Campus	Addresses and contact details
Lalpur	Director, Birla Institute of Technology Campus Lalpur, Ranchi 834001, Phone: 0651–2531817 / 2531676, Fax: 2531658 / 2531676 e-mail: bitlalpur@bitmesra.ac.in

Sec.13: undertaking for candidates appearing for final examinations in 2014

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 MTM Programme of the Institute, and who are appearing for their final examinations in 2014

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 MTM 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 MTM 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 / 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 MTM 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 2014.
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: Anti-ragging affidavits

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 'On line 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.