ADMISSION INFORMATION BROCHURE

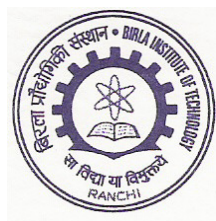## for the

3-Year (6-Semester)
Full-Time MCA Programme 2015-2018

at

Birla Institute of Technology, Mesra
and
Its Off Campuses
at
Allahabad, Jaipur, Kolkata, Lalpur (Ranchi City), and Noida

BIRLA INSTITUTE OF TECHNOLOGY
(A Deemed University u/s 3 of UGC Act 1956)
Mesra, Ranchi – 835215
Jharkhand, India
Website: http://www.bitmesra.ac.in

IMPORTANT DATES

Filling of online form commences from	**25 February 2015**
Last date for submission of online application	**17 April 2015**
Last date for receipt of printouts of duly completed online forms at BIT, Mesra	**24 April 2015**
DATE FOR ONLINE ENTRANCE TEST	**23 May 2015 & 24 May 2015 Saturday & Sunday**
Declaration of Campus-wise list of short-listed candidates for Document Verification cum Admission (First List) along with complete merit list on the Institute website / Notice Boards	**10 June 2015**
Classes will commence at all Campuses	**1 August 2015**

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

Sec 1. Admission to MCA 2015 - an Introduction and How to Apply

The MCA Information Brochure 2015 - covers admissions to the 3-year (6-semester) full-time Master of Computer Applications (MCA) programme 2015 offered at the Birla Institute of Technology, Mesra, and its Off Campuses at Allahabad, Jaipur, Kolkata, Lalpur (Ranchi City) and Noida. The programme will commence in August 2015.

How to Apply: (Please see Instructions also for details)

- To start online application, click on the link **"Apply Online"**, create **'username'** and **'password'** when prompted. Do not share the username and password with anyone.

- To apply for the MCA programme 2015, eligible candidates must complete and submit the online application form available on Institute website www.bitmesra.ac.in. Pay application fee of Rs.2,500/- (General / OBC candidates) or Rs.1,500/- (SC/ST candidates) through State Bank Collect - net banking or debit/credit card of any nationalized bank in favour of "**Birla Institute of Technology**" within the given time period. **[Fee once remitted shall not be refunded under any circumstances]**.

- Send a printout of the completed form along with required enclosures (see List of Enclosures) in a A4 size envelope by Speedpost / reliable courier (means by which sender may track its movement on internet) to the office of **Dean Admissions & Academic Coordination, Birla Institute of Technology, Mesra, Ranchi – 835215, to reach positively by the due date.**

- Write "Application for MCA 2015 on top of the envelope".

- **Applications reaching us after the due date are liable to be rejected / may not be processed.**

Notes:

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

2. You can use the Online Application Form to apply for the MCA programme 2015 of the Institute at BIT Allahabad, BIT Jaipur, BIT Kolkata, BIT Lalpur, BIT Mesra and BIT Noida Campuses, in order of your preference by selecting the Campus (Centre of Place for Study) from the dropdown box. However, you must select ALL of your wanted preference of campuses before you submit the form online. **Please do not make any corrections or add any preference of Campus by hand on the printout of the form, as these will not be saved to the database.**

3. **Please do not print a blank form and fill it by hand as this will not be accepted.**

4. Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.

Form / Application Numbers

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

Registration Numbers:

- Registration numbers [different from Form / Application numbers] will be allotted to all eligible candidates called for MCA 2015 Online Entrance Test and the same will be mentioned on their Admit Cards.
- Candidates must make a note of their registration numbers carefully, as the same will be required at the time of online entrance test / Admission.
- **No individual intimation will be sent to candidates.**

Download Admit Card:

Admit card will be available on the Institute website after **10th May 2015.** Candidate has to enter his/her Name, Form No. and Date of Birth to download the admit card.

Note:

For queries about the MCA programme, please contact the Head, Department of Computer Science & Engineering at Mesra. For queries about admission related procedures, please contact the Admissions Office at Mesra. For queries about Off Campuses, please contact the Director of concern Campus [Please see directory on website / Sec 13 for contact details of Mesra and its Off Campuses].

Sec 2. The Online Entrance Test for MCA 2015

The Birla Institute of Technology, Mesra, Ranchi, will conduct an Online Entrance Test for shortlisting candidates for admission to its 3-year (6-semester) full-time MCA programme 2015, commencing in August 2015 at Mesra, Ranchi, and it's Off Campuses at Allahabad, Jaipur, Kolkata, Lalpur, and Noida. Please see section 11 for the details of the Test including syllabus, number of questions, duration of the Test, marking, etc.

The MCA 2015 Online Entrance Test will be held on 23rd May 2015 and 24th May 2015 (Saturday & Sunday) at various Test Centers as follows: Allahabad, Bangalore, Hyderabad, Jaipur, Kolkata, Mumbai, Patna, Noida, and Ranchi - provided there are sufficient number of candidates at each of the given Test Centers. Candidates must give two choices for first and second preference of Test Center from the list of Test Centers above. In case the number of candidates opting for a given Test Center is less than a certain minimum, the Institute reserves the right to shift candidates to the nearest alternative Test Center (see Note 1 below). The final list of Test Centers will be notified on the Institute website.

Depending on the number of candidates at a given Test Center, the Test may be held upto three time slots at the Center, that is from 9.00 to 11.00 am, 12.00 to 2.00 pm, and 3.00 to 5.00 pm.

Admit Cards:

Admit cards will be sent by e-mail/post to all eligible candidates whose properly completed application forms have been received within the stipulated time at the office of the Dean, Admissions & Academic Coordination, BIT Mesra, Ranchi. Candidates will be allotted a Test Center, date and time slot for the Test, as above. The Institute will try to allot the Test Center and date as per candidates' preference as far as possible. However, the Institute reserves the right to shift candidates to an alternative Test Center / date, based on the number of candidates for a given Test Center / Test Center capacity.

The admit cards may also be downloaded from the Institute website after **10th May 2015**. If a candidate is unable to download the admit card, and the hard copy of the same is also not received upto a week before the Test, candidates may contact the Admissions Office at BIT Mesra, Ranchi by telephone or fax.

The Institute will not be responsible for any postal delay or irregularity resulting in non-receipt / late receipt of the admit card.

The admit card is not transferable to any other person. Impersonation is a punishable offence under law. No applicant will be allowed to appear for the Test without a valid admit card. The admit card will be required to be produced at the time of admission also. Therefore, all candidates are required to preserve the admit card until the admission process is complete.

At the end of the online test, the score obtained by the candidates will be flashed on the computer screen. The invigilators will note the same on scribble pad and issue the same to the candidate and retain a copy for the Institute.

Candidates should visit our Institute website http://www.bitmesra.ac.in periodically for any updates or any other matter related to the Entrance Test.

Notes:
1. The Institute reserves the right not to conduct the Test at a particular Center if the number of candidates for that Center is less than a certain minimum.
2. The Institute reserves the right not to conduct the Test on a particular date at a given Center if the number of candidates is less than a certain minimum.
3. Once a Test Center is allotted to a candidate, it will not be changed under any circumstances.

Sec 3. Guidelines for filling the Online Application Form
[This page may be printed for your own convenience and easy reference]

General Guidelines:

1. Before applying online, candidates are advised to download the MCA Information Brochure 2015 (pdf) and read it carefully.

2. Clearly fill all items that are relevant to you in capital letters or numbers or tick **(✔)** the check box / radio button as required. Certain items are mandatory and must be filled in; otherwise, the form may be rejected.

3. Please ensure that all information provided is correct and accurate. Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.

4. After filling in the complete form, you will be prompted to "Save & Exit" before you click the submit button. **Candidates will have the option to save the form to a maximum of only two times.** Please ensure that all fields are correctly filled in before you finally click on the "Submit" button. Take a printout when prompted. **Note:** Once you click on the "Submit" button, the Form is set to read only. You may however return to the form to view or print it again.

5. Candidates who seek admission under any reservation category:

    a) **All candidates belonging to the SC, ST or OBC** [OBC of Jharkhand state only-Candidates must have passed their qualifying examination (graduation) from State of Jharkhand and should have OBC certificates issued from the State of Jharkhand] **categories must obtain caste certificates which should be in proper format and signed by appropriate authority of rank not less than SDO. They must enclose photocopy of the same.** (Note: The final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute).

    b) Candidates belonging to other special categories mentioned in Sec 8 [Person with Disability (PwD) / Ward of BIT Employee] must provide photocopy of certificate in proper format from appropriate authority.

Specific Guidelines:

6. While filling the form please note the following:

    a) On opening the webpage by clicking the link **["Click here to Apply Online"** (under the relevant programme heading)]. A login page will be opened where you will see 2 options:

    • If you have not yet registered before and you are accessing this for first time **_Click here_**

    • **Or,** in case you have already registered and created a profile using a **'username'** and a **'password'**, re-enter the same in the box and click on **'Login'**. All the previous information that you have saved by using the option **'Create Login'** will be available to you on the screen.

    b) **For first time users:** you will be prompted to enter the following details on a new screen that will appear. Follow the instructions & fill correctly using instructions given below ['c' to 'i']:

    c) **Name:** Type your name (**IN BLOCK LETTERS**) as appears in your pass certificate of Class 10. Type name in the following format: First Name, Middle Name(s) and Surname.

    d) **Date of Birth:** Select the appropriate date, month and year in the given boxes.

    e) **Gender:** Click on the appropriate radio button.

    f) **State of Eligibility:** Please select appropriate state (from drop down box) from where you have passed / are appearing for **qualifying examination** [i.e. state in which your Institute / University / College is located where you have completed / are completing graduation (qualifying examination)]

    g) **Category / Caste:** Click on the appropriate radio button. [OBC of Jharkhand state only-Candidates must have passed their qualifying examination (graduation) from State of Jharkhand and should have OBC certificates issued from the State of Jharkhand]

h) **Other Category:** Click the appropriate check box (See also instruction (5-b)).

i) Enter any chosen '**username**' [may be short form of your name] and '**password**' in the appropriate boxes and Click on '**Create Login'.**

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[At this stage, basic details filled by you will be saved for future. You may view your details and proceed further or stop for now and come back later at a different time / sitting as well by using the same password and username]

....

j) **Father's Name, Mother's Name:** Type names in the following format: First Name, Middle Name(s) and Surname. If space is insufficient, use initials for middle name(s). Do not use any titles, such as, Mr. / Mrs. / Sri/ Smt. etc.

k) **Preferences of Place for Study (Campus):** Select the campuses (Centre of Place for Study) in order of preference from dropdown box. You may select any number of preferences (maximum 06). However, you must select ALL of your wanted preference of campuses before you submit the form online.

l) **Choices of Online Test Center:** Select first and second Choice of Online Test Center from the list of Test Centers. [Ref: footnote in "Online Entrance Test for MCA 2015"]

m) **Preferred Dates for Online Test:** Select first and second preference of date. [Ref: footnote in "Online Entrance Test for MCA 2015"]

n) **Educational Record: Percentage of marks in Class 10, Class 12 and 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).

o) Please fill 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 – 2015]

p) Please fill name of the Graduation/equivalent exam referring to the photocopies of the aforesaid marksheets/ pass certificates.

q) If you have cleared all the subjects in the said examinations in the first attempt- fill 1. If you have had to clear one or more subjects later [back papers etc.] fill 2 or 3 etc counting the total number of attempts you had to make to clear the subjects and receive pass certificate.

r) Write all the subjects that you have passed in Class X, Class XII and Graduation/equivalent exam in the appropriate box: e.g. Phys, Math, Chem, Stat, Eng, Eco, etc

s) 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 2015 and the results are not yet declared should type 'APP' in the 'Number of Attempts'.

t) **Institute / University / College Details:** Please fill the details [qualification, name of college, address & telephone number] referring to relevant papers of your own Institute / University / College. You should note these down in a piece of paper beforehand. [**Qualification:** Type BCA / B.Sc. or as the case may be (qualifying examination)].

u) **Present Address / Address for Communication:** Type the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.

v) **Permanent Address:** Type the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.

w) **E-mail ID of the candidate :** Enter your E-mail ID

x) **E-mail ID of candidate parents / guardian :** Enter your parents / guardian E-mail ID

y) Please ensure that you have chosen the option either '**Yes" or 'No'** regarding RTI provisions in the Online application.

At this stage, you will see 2 different buttons: **'Save & Exit'** and **'Submit'.** If you have fully completed: click on **'Submit'**. If you have not completed filling everything click on **'Save & Exit'**. You will be able to enter once again only using your **'username'** and **'password'** to complete all the required details.

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z) After you submit the form, a new page/ screen will appear. Read the instructions on the screen carefully and upload your 'recent colour passport size Photograph' and 'Signature'. If you feel your photograph and signature have been uploaded correctly you can click on **'Submit'** button to go to next step, or if it is not uploaded corrected you can upload/ edit again.

aa) After you upload your 'Photograph' and 'Signature', a new page / screen will appear. Read the instructions on the screen carefully for payment towards application fee.

Payment of Application Fee through State Bank Collect [candidate may use the net banking or debit / credit card payment through any nationalized bank].

• On clicking the link **"Click here to pay application fee through State Bank Collect"** a disclaimer clause page will appear, where candidate has to click on check box to proceed for the payment.

• New page will appear where candidate need to select "**Application Fee**" from drop down box.

• Enter / fill the following details in the form:
  Name, Programme, Session, Date of Birth, Mobile Number, Caste/Category, Application Number, Candidate Address and Application form fee etc. **(while filling form, please do not user special character e.g. % # @ & ^ - * etc. including brackets and commas).**

• Take a print out of the payment receipt that is generated after successful payment transaction and enter the bank details on clicking the link **"Click here to enter payment details"**.

• After entering payment details click on the **"Confirm and Continue"** button to complete the online application.

Note:

  (a) The original copy of the payment receipt should be attached along with printout of online application form.

  (b) **Bank charges are extra and will be payable by the candidate only. Fee once remitted shall not be refunded under any circumstances.**

At this stage the candidates are required to take the printout of application form and send a printout of the completed form along with required enclosures (see List of Enclosures) in a A4 size envelope by Speedpost / reliable courier (means by which sender may track its movement on internet) to the office of **Dean, Admissions & Academic Coordination, Birla Institute of Technology, Mesra, Ranchi – 835215**. **Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.**

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bb) **Declaration and Undertakings:** After filling the above details, your on-line form filling is complete. Submit online and then take a print out of the form. You and your legal guardian /parent are required to sign the declarations and undertaking on the last page of the printed form.

Note:
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.

Sec 4. List of Enclosures to be submitted along with the completed application form

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

2. One recent colour photograph – [same as uploaded on the form] and attached by clip (write your Name, Form No. and "MCA-2015" on the back of the photo).

3. **Payment receipt towards application fee of Rs.2,500/- (General / OBC) and Rs.1,500/- (SC/ST) candidates (non-refundable)**

4. **A set of photocopies of certificates** as listed below: (write your Name, Form No. and "MCA-2015" on the back of each of the photocopies):

   a) Pass certificate of Class 10 (as proof of age)
   b) Marksheet of Class 10
   c) Marksheet of Class 12 / Intermediate or equivalent
   d) Marksheets of Graduation for graduates
   OR
   Marksheets upto pre-final year for candidates graduating in 2015, (s)/he must also enclose photocopy of a certificate from the Principal of Institute stating that:
   (i) by 30 June 2015, (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 passed the qualifying examination with requisite marks.** [Appearing candidate in distance learning programmes, whose results are yet to be declared, are not eligible to apply].
   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 [Person with Disability (PwD) / 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, College ID, Employee Identification Card are acceptable).

Note:
(i)   **Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.**
(ii)   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 5. Eligibility Criteria for the full-time MCA Programme 2015

1) Candidates must have passed with minimum 60% (55% for SC/ST/PwD) marks in average of all subjects in Class 10.

2) Candidates must have passed with minimum 60% (55% for SC/ST/PwD) marks in average of all subjects in Class 12 / Equivalent Examination. The candidates must have passed in Mathematics / Computer Science as one of the subject in Class 12 / Equivalent Examination.

3) 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).

4) Candidates must have one of following qualifications:
   a) Bachelor of Computer Applications (BCA), or
   b) B.Sc. in Computer Science / Information Technology / Electronics, or
   c) B.Sc. with Mathematics or Statistics as one of the subjects at graduate level.

5) Candidates with above mentioned qualifications (item-4) must have minimum 60% (55% for SC/ST/PwD) marks in average in graduation, marks to be computed as average of marks obtained in all subjects in which candidate has appeared.

6) Candidates with B.Sc. Honours must have minimum 60% (55% for SC/ST/PwD) marks in average in their Honours subject.

7) Candidates appearing for final examinations of their Bachelor's programme in 2015 can also apply, provided they have obtained requisite marks or equivalent (as per item 5 or 6 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 the documents verification cum admission such an applicant must bring a certificate in original from the Principal of Institute stating that:

   a) by 30 June 2015, (s)/he will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.

   b) (s)/he has obtained requisite marks or equivalent (as per item (5 or 6) 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 (5 or 6) above. They must submit proof of passing their final examinations with requisite marks by **31 October 2015.** Non-fulfillment of this condition will automatically result in the cancellation of the provisional admission.

8) **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 60% marks in average (55% for SC/ST/PwD) calculated as per item (5 or 6) above. They must enclose photocopies of pass certificate and marksheets 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 6. Documents verification cum admission and Selection Procedures

Expected Dates for Document verification cum Admission:

- Based on the data provided in their application forms, the campus-wise list of short-listed candidates called for 'Documents verification cum Admission' along with list of eligible candidates will be notified on the ==Institute website and Notice Boards at BIT Mesra / concerned Off Campuses by 10th June 2015==. <u>**No separate intimation will be sent to candidates**</u>. **Candidates should thus check Institute website http://www.bitmesra.ac.in regularly for any updates or matters related to the admission.**

- Candidates will be short-listed for 'Documents verification cum Admission' on the basis of marks obtained by the candidates in the MCA 2015 online entrance test conducted by the Institute.

- Candidates are advised to carry a required set of documents / certificates along with their Application Form at the time of reporting for 'Documents Verification cum Admission [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.

Selection Procedure:

- **The selections will be made on the basis of marks obtained by the candidate in MCA 2015 Online Entrance Test conducted by the Institute.**

- Candidates called for the document verification will be offered admission subject to fulfilling the eligibility conditions.

- 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. <u>**No separate intimation will be sent to candidates**</u>.

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.

➢ The admission of a candidate will be automatically cancelled for 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.

Note: Eligible SC/ST, OBC, PwD students admitted to MCA programme 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.

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 documents verification cum admission, as well as one set of photocopies:

1. Pass certificate of Class 10 (as proof of age)
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 2015. (S)/he must also bring a certificate from the Principal of Institute stating that:
   (i) by 30 June 2015, (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 marksheets of graduation.**
6. Admit Card for the MCA 2015 Online Entrance Test
7. Score Card of the MCA 2015 Online Entrance Test
8. Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO.**
9. Candidates belonging to other special categories mentioned in Sec-8 [Person with Disability (PwD) / Ward of BIT Employee] must provide photocopy of certificate in proper format from appropriate authority.
10. Photo identification: (Driving license, Passport, PAN Card, Voter ID, College ID, Employee Identification Card are acceptable)

They should also carry a photocopy of their duly completed online form.

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 2015 will be required to sign an undertaking at the time of admission on Non-Judicial Stamp Paper of Rs. 20/- 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 2015, failing which the provisional admission will be cancelled. (Please see Sec 14 for the format of the above undertaking).

Sec 8. Total Number of Seats & Reservations

The number of seats to be offered in 2015 for the MCA programme at various Campuses is as given below:

Campus	Allahabad	Jaipur	Kolkata	Mesra	Lalpur (Ranchi City)	Noida
Seats to be offered	60	45	55	60	120	60

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

1. For all programmes 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.

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 (3%).

4. Upto 6% of the seats at its Off Campuses are reserved for candidates who are sons and daughters of serving employees of BIT, who otherwise have qualified for admissions.

5. At all campuses 50% of the total seats are reserved for candidates who have passed / are appearing for qualifying examination (graduation) 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 College where (s)/he has passed/is appearing for the qualifying examination / graduation).

   [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 select the state of eligibility from drop down box while filling the online 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 Andhra Pradesh	**Andhra Pradesh**

Sec 9. Financial Information and fees payable for the full-time MCA Programme

Fees payable [In INR] for the full-time MCA programme at Mesra and its Off Campuses for the Batch 2015

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

Particulars	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
Tuition Fee	73000	73000	78500	78500	84000	84000
Development Fee	5000	5000	5500	5500	6000	6000
Institute Exam Fee	3500	3500	4000	4000	4500	4500
Sub-Total	**81500**	**81500**	**88000**	**88000**	**94500**	**94500**
Hostel Seat Rent*, Electricity and Transport etc. *(For Main Campus at Mesra only)*	12500	12500	13500	13500	14500	14500

Hostel fees are subject to revision in future

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
Sub-Total	**Rs. 25,000.00**

Notes:

1. Hostel facilities are provided only at the Main Campus at Mesra. Hostel mess charges at BIT Mesra will be approximately Rs. 2,000/- to Rs. 2,500/- per month. **Students at BIT Mesra 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 2015 session, this mess advance will be Rs.15,000/- (boys), Rs.10,000/- (Girls) at Mesra.**

   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**.

2. 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), and payable at Noida (for admission at Noida).**

3. Students will be expected to provide themselves with stationery and textbooks, etc, as prescribed for different subjects.

4. The Institute reserves the right to revise the fees and other charges at any stage.

5. For rules regarding refund of fees on withdrawal, please see separate Notice on Notice Boards.

Sec 10. The MCA Programme and Course Structure

The 3-year (6-semester) Master of Computer Applications (MCA) programme of the Institute is approved by the All India Council of Technical Education (AICTE).

The MCA programme was designed by the Department of Electronics, Government of India in the early 1980's as a training programme that would equip graduates to fulfill the increasing demand for software specialists. It was envisaged that the MCA graduates would fill positions of systems analysts, information systems specialists, application programmers and systems engineers. This has worked out to exceed expectations. MCA's are widely accepted today by Indian industry.

The curriculum is designed so as to help students develop strong software competencies and analytical and problem solving abilities – the requisite skills to prepare them for successful careers as software professionals. The course structure and contents are regularly updated.

The programme objectives as interpreted at this Institute are as follows. The programme imparts:
1. Knowledge and practice covering various aspects of computer usage in business, industry and service sectors
2. Skills to candidates to enable them to perform as application systems designers and systems managers, in major areas of computer applications

Thus the MCA programme here includes:
a) A comprehensive knowledge of systems including their capabilities and limitations
b) An appreciation of the application environment
c) Skills for management of complex software projects, and
d) A sound foundation of quantitative tools and techniques

There are three broad components of the programme:
- Mathematical background for digital computers
- Computers and systems science courses
- Management and behavioural science courses

A unique feature of the MCA programme at this Institute is that the sixth and final semester is devoted to a compulsory 20-week software development project in industry, enabling the students to gain valuable hands-on experience.

The Course Structure for the MCA Programme

SEMESTER - I		
Course Code	Theory	Credit (L-T-P)
MCA 1001	Problem Solving and Program Design with C	3 (3-0-0)
MCA 1003	Numerical & Statistical Methods	4 (3-1-0)
MCA 1007	Discrete Mathematics	3 (3-0-0)
MCA 1009	Computer Organization & Architecture	3 (3-0-0)
	Breadth Paper-I	3 (3-0-0)
	Sessional	
MCA 1002	C Programming Laboratory	2 (0-0-3)
MCA 1004	Numerical & Statistical Methods Laboratory	2 (0-0-3)
	Total	**20**

SEMESTER - II		
Course Code	Theory	Credit (L-T-P)
MCA 2001	Data Structures	3 (3-0-0)
MCA 2003	Object Oriented Design & Programming	3 (3-0-0)
MCA 2005	Database Management Systems	3 (3-0-0)
MCA 2007	Operating Systems	3 (3-0-0)
	Sessional	
MCA 2002	Data Structure Laboratory	2 (0-0-3)
MCA 2004	C++ Programming Laboratory	2 (0-0-3)
MCA 2006	RDBMS Laboratory	2 (0-0-3)
MCA 2008	Operating System Laboratory	2 (0-0-3)
	Total	**20**

SEMESTER - III		
Course Code	Theory	Credit (L-T-P)
MCA 3001	Java Programming	3 (3-0-0)
MCA 3003	Software Engineering	3 (3-0-0)
MCA 3005	Fundamentals of Computer Algorithms	3 (3-0-0)
MCA 3007	Automata Theory	4 (3-1-0)
	Elective - I	3 (3-0-0)
	Sessional	
MCA 3002	Java Programming Laboratory	2 (0-0-3)
MCA 3004	Software Engineering Laboratory	2 (0-0-3)
	Total	**20**

SEMESTER - IV		
Course Code	Theory	Credit (L-T-P)
MCA 4001	Compiler Design	4 (3-1-0)
MCA 4103	Data Communications and Computer Networks	3 (3-0-0)
MCA 4007	Computerized Financial Accounting	3 (3-0-0)
	Breadth Paper -II	3 (3-0-0)
	Elective - II	3 (3-0-0)
	Sessional	
MCA 4002	Compiler Design Laboratory	2 (0-0-3)
MCA 4004	Computer Networks Laboratory	2 (0-0-3)
	Total	**20**

SEMESTER - V		
Course Code	Theory	Credit (L-T-P)
MCA 5001	Computer Graphics	3 (3-0-0)
MCA 5003	System Simulation & Modeling	4 (3-1-0)
MCA 5005	Optimization Theory	3 (3-0-0)
	Breadth Paper - III	3 (3-0-0)
	Elective - III	3 (3-0-0)
	Sessional	
MCA 5002	Computer Graphics Laboratory	2 (0-0-3)
MCA 5004	System Simulation & Modelling Laboratory	2 (0-0-3)
	Total	**20**

SEMESTER - VI		
Course Code	Theory	Credit (L-T-P)
MCA 6001	Project	**20**
	Total	**20**

	Total Credits	**120**

List of Electives

Group I: Database Technology	
Course Code	Theory
MCA 7101	Distributed Databases
MCA 7103	Decision Support Systems
MCA 7105	Enterprise Resource Planning
MCA 7107	Data Mining & Ware Housing
MCA 7109	Multimedia Databases

Group II: Software Technology	
Course Code	Theory
MCA 7201	Advanced Java Programming
MCA 7203	Systems Programming
MCA 7205	Programming Language Design and Concepts
MCA 7207	Assembly Language Programming
MCA 7209	Web Programming
MCA 7211	Software Project Management

Group III: Cognitive Sciences and Intelligent Systems	
Course Code	Theory
MCA 7301	Natural Language Processing
MCA 7303	Genetic Algorithms & Swarm Intelligence
MCA 7305	Artificial Intelligence
MCA 7307	Image Processing
MCA 7309	Soft Computing

Group IV: Networking and Distributed Systems	
Course Code	Theory
MCA 7401	Network Security and Cryptography
MCA 7403	Grid Computing
MCA 7405	Wireless Technology
MCA 7407	Parallel & Distributed Computing
MCA 7409	Mobile Computing
MCA 7411	Cloud Computing

Group V: Applications of Information Technology	
Course Code	Theory
MCA 7501	Bioinformatics
MCA 7505	Multimedia and Animation
MCA 7507	Supply Chain Management

Notes:
i.   Students are required to choose at least two electives from the same group.
ii. Students are advised to do their projects on the areas where major electives are chosen.

Sec 11. Syllabus for the Online Entrance Test for MCA 2015

The MCA 2015 Online Entrance Test shall comprise of 120 questions to be answered in 2 hours. Questions will be of objective type with multiple choices out of which only one is correct. A candidate must select only the correct answer to score full marks. For each correct answer a candidate will earn 4 marks. For every incorrect answer one mark will be deducted. If a question has not been attempted no credit will be given. The questions will be distributed into various areas as follows and the detailed syllabus is given below:

Section	Subject	No of Questions
A	Mathematics	60
B	Analytical ability & Logical Reasoning	20
C	Computer Awareness	20
D	English	20
	Total	120

Section A: Mathematics (60 questions – objective type)

- **Algebra:** Fundamental operations in Algebra, expansion, factorization, quadratic equations, indices, logarithms, arithmetic, geometric and harmonic progressions, binomial theorem, permutations and combinations, surds
- **Set Theory:** Sets and subsets, operations on sets, sequences, properties of integers, relations and functions
- **Matrix Algebra:** Elementary transformations, inverse of a matrix, rank, solution of simultaneous linear equations, eigenvalues and eigenvectors, quadratic forms
- **Co-ordinate Geometry:** Rectangular Cartesian co-ordinates, equations of a line, mid point, intersections etc., equations of a circle, distance formulae, pair of straight lines, parabola, ellipse and hyperbola, simple geometric transformations such as translation, rotation, scaling.
- **Calculus:** Limit of functions, continuous functions, differentiation of function(s), tangents and normals, simple examples of maxima and minima, integration of function by parts, by substitution and by partial fraction, definite integral application to volumes and surfaces of frustums of a sphere, cone, cylinder, Taylor Series.
- **Differential Equations:** Differential equations of first order and their solutions, linear differential equations with constant coefficients, homogenous linear differential equations.
- **Vectors:** Position vector, addition and subtraction of vectors, scalar and vector products and their applications to simple geometrical problems and mechanics.
- **Trigonometry:** Simple identities, trigonometric equations, properties of triangles, solution of triangles, height and distance, inverse function
- **Probability and Statistics:** Basic concepts of probability theory, averages, dependent and independent events, frequency distributions, and measures of dispersions, skewness and kurtosis, random variable and distribution functions, mathematical expectations, binomial, Poisson, normal distributions, curve fitting, and principle of least squares, correlation and regression
- **Linear Programming:** Formulation of simple linear programming problems, basic concepts of graphical and simplex methods, revised simplex method, transportation and assignment problems, duality and integer programming

Section B: Analytical Ability and Logical Reasoning: (20 questions – objective type)

Questions in this section will test logical reasoning, quantitative reasoning, and visio-spatial reasoning

Section C: Computer Awareness: (20 questions – objective type)

- **Computer Basics :**Organization of a computer, Central Processing Unit (CPU), Structure of instructions in CPU, input / output devices, computer memory, memory organization, back-up devices
- **Data Representation:** Representation of characters, integers, and fractions, binary and hexadecimal representations, Binary Arithmetic: Addition, subtraction, division, multiplication, 1's and 2's complement arithmetic, floating point representation of numbers, normalized floating point representation, Boolean algebra, truth tables, Venn diagrams
- **Computer Architecture:** Block structure of computers, communication between processor and I / O devices, interrupts
- **Computer Language:** Assembly language and high-level language, Multiprogramming and time-sharing operating systems, Computer Programming in C.
- **Flow chart and Algorithms**
- **Operating Systems:** Evolution of operating systems, types of operating systems, functions of an operating system, modern operating systems

Section D: English: (20 questions – objective type)

- **Use of articles and prepositions** (fill in the blanks or correct use)
- **Idioms and phrases**
- **Synonyms**
- **Reading comprehension**
- **Expansion of an idea**
- **Sentence sequence** (jumbled sentences)
- **Completion of a sentence** (with choices)
- **Choice of appropriate word to fill in the blanks** (with options)
- **Abridging sentences / paragraphs.**

Sec 12. 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.

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 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 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 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. 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-15 of this Information Brochure].

Hostel

Hostel facilities are provided only at Mesra. All students admitted at Mesra 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.

The Institute at Mesra is located in a spacious green campus. There are small forests with a large number of trees – mostly sal trees which are native to Chotanagpur. These sal trees and a number of other trees and plants have their flowering season during mid-February to early April, and this sometimes leads to a large pollen content in the air. It has been noted that some people who are allergic or susceptible to pollen from these sal trees / other plants may develop some health problems / breathing problems or their existing problems may be aggravated during these weeks, as also during some other months of the year when other plants flower. Thus, such candidates who are known to be sensitive or susceptible to pollen from trees or other plants are required to get allergy tests done / take advice from their physicians / a specialist before taking admission at Birla Institute of Technology, Mesra, Ranchi.

Applicability of Regulations for the time being in force, Disclaimer and Legal Jurisdiction:

In Force
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 13. Addresses and Contact Details

Campus	Addresses and contact details
Mesra	Dean Admissions & Academic Coordination Birla Institute of Technology Mesra, Ranchi - 835215 Phone: PBX: 0651-2275444 / 896 / 2276496, Extn 4469, & 2275868 (D) Fax: 0651- 2275401, 2276007 e-mail: admissions@bitmesra.ac.in For Information about MBA programme: Head, Department of Management Birla Institute of Technology 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, Mobile: 9452366235, 09956002048, 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 201501 Phone: 0120-2440408 / 4264080/ 4263080 / 2553661 / 3662, Fax: 2554146 e-mail: bitnoida@bitmesra.ac.in

Please see our website for addresses and contact details of our other Campuses

Sec 14. Undertaking for candidates appearing for final examinations in 2015

Format of the Undertaking to be typed and submitted on Non- Judicial Stamp Paper of Rs. 20/-, signed by Public Notary, at the time of admission by those candidates who are provisionally selected for the MCA Programme of the Institute, and are appearing for their final examinations in 2015.

Please fill in all blanks, select relevant items and delete whatever 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 MCA Programme of the Birla Institute of Technology is 60% (55% for SC/ST/PwD) in Honours / aggregate of all subjects in all years in graduate level and therefore I shall be disqualified for admission to MCA Programme of Birla Institute of Technology, if I do not secure minimum 60% marks (55% for SC/ST/PwD) 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 MCA 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 60% marks (55% for SC/ST/PwD) 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 2015.

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 Class 10 or Class 12 or Graduation, my admission shall be cancelled.

Counter Signed

(Guardian) Name & Address in Block Capitals	(Applicant) Name & Address in Block Capitals
Name_____	Name_____
Address_____	Address_____
_____	_____
_____	_____

Sec 15. Anti-ragging affidavit

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.