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]

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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.