



BIRLA INSTITUTE OF TECHNOLOGY

Deemed to be University u/s 3 of UGC Act 1956)

Patna off Campus

Ref. Adm/2025-26/1

Date: 23rd July 2025

NOTICE

Guidelines for the Physical Reporting of the applicants who have been allotted a seat for B.Tech. Programs at BIT Mesra off Campus PATNA Through JoSAA/ CSAB and Institutional Counseling 2025-26.

We welcome all the Students to BIT Mesra off Campus Patna, who have been allotted a seat for admission to B.Tech. and **Integrated M.Sc.** (Mathematics & Computing) program.

Tentative Schedule for Physical Reporting:

Program	Date & Reporting (from 10:00 AM to 5:00 PM)
B.Tech. and Integrated M.Sc. (Mathematics & Computing) (Allotted through JoSAA/ CSAB 2025)	Any day between 20 th August to 23 rd August 2025 From 10:00 AM to 5:00 PM (Please refer the separate guidelines issued for JoSAA/CSAB Candidates)
BC-I and BC-II Candidates (who have not reported yet)	Till 14 th August 2025 (Mon-Fri: From 10:00 AM to 5:00 PM)

Instructions (B.Tech. and Integrated M.Sc.- Mathematics & Computing (Allotted through JoSAA/ CSAB - 2025):

1. After successful physical document verification, the payment link shall be sent to the candidates in their registered mail id.
2. Candidate needs pay the balance Institute fee (for 1st semester), using Online Payment Gateway through debit / credit card and net banking of any nationalized bank, only after the successful document verification during physical reporting.

TOTAL FEES PAYABLE: [Fee Structure- 2025- Amount in Rs.]

Programme: Bachelor of Technology

Particulars	1st Sem.	2nd Sem.	3rd Sem.	4th Sem.	5th Sem.	6th Sem.	7th Sem.	8th Sem.	Total Fee
Tuition Fee	151,000	151,000	165,000	165,000	182,000	182,000	200,000	200,000	1,396,000
Development Fee	10,500	10,500	11,500	11,500	13,000	13,000	14,000	14,000	98,000
Institute Exam Fee	8,000	8,000	8,500	8,500	9,000	9,000	9,500	9,500	70,000
Sub-Total (A)	169,500	169,500	185,000	185,000	204,000	204,000	223,500	223,500	1,564,000
Admission Fee (One time only)	20,000	-	-	-	-	-	-	-	20,000
Caution Money (Refundable)	10,000	-	-	-	-	-	-	-	10,000
IT and Digital Infrastructure Charges	65,000	-	-	-	-	-	-	-	65,000
Sub-Total (B)	95,000	-	-	-	-	-	-	-	95,000
Hostel Room Rent, Electricity & Transport	16,500	16,500	17,500	17,500	18,500	18,500	19,500	19,500	144,000
Mess Caution Money (Refundable)	5,000	-	-	-	-	-	-	-	5,000
Mess Deposit	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	160,000
Sub-Total (C)	41,500	36,500	37,500	37,500	38,500	38,500	39,500	39,500	309,000
Grand Total (A+B+C)	306,000	206,000	222,500	222,500	242,500	242,500	263,000	263,000	1,968,000

Programme: Integrated M.Sc.- Mathematics & Computing

Particulars	1st Sem.	2nd Sem.	3rd Sem.	4th Sem.	5th Sem.	6th Sem.	7th Sem.	8th Sem.	9th Sem.	10th Sem.	Total Fee
Tuition Fee	60,000	60,000	65,000	65,000	71,500	71,500	79,500	79,500	89,000	89,000	730,000
Development Fee	4,000	4,000	4,500	4,500	5,000	5,000	5,500	5,500	6,000	6,000	50,000
Institute Exam Fee	8,000	8,000	8,500	8,500	9,000	9,000	9,500	9,500	10,000	10,000	90,000
Sub-Total (A)	72,000	72,000	78,000	78,000	85,500	85,500	94,500	94,500	105,000	105,000	870,000
Admission Fee (One time only)	20,000	-	-	-	-	-	-	-	-	-	20,000
Caution Money (Refundable)	10,000	-	-	-	-	-	-	-	-	-	10,000
IT and Digital Infrastructure Charges	65,000	-	-	-	-	-	-	-	-	-	65,000
Sub-Total (B)	95,000	-	-	-	-	-	-	-	-	-	95,000
Hostel Room Rent, Electricity & Transport	16,500	16,500	17,500	17,500	18,500	18,500	19,500	19,500	20,500	20,500	185,000
Mess Caution Money (Refundable)	5,000	-	-	-	-	-	-	-	-	-	5,000
Mess Deposit	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	200,000
Sub-Total (C)	41,500	36,500	37,500	37,500	38,500	38,500	39,500	39,500	40,500	40,500	390,000
Grand Total (A+B+C)	208,500	108,500	115,500	115,500	124,000	124,000	134,000	134,000	145,500	145,500	1,355,000

PLEASE NOTE:

1. All payments must be made through online payment gateway. For details, please go through the instructions given on the Institute website. [Use net banking or credit card to make the payment].
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 Boards.
5. Institute Balance Fee payment (after Fee Payment done at JoSAA/ CSAB 2024 Counseling) needs to be done by the candidate. The Institute Balance Fee demand shall be reflected at the ERP Portal.
6. In addition to the above, students will also be required to pay mess advance at the time of joining the hostel.
7. Institute may adjust the initial fee paid to JOSAA/CSAB 2025 from the total fee to be paid (except the processing fees paid to JoSAA/CSAB).

For those students whose Physical document verification is completed, and Roll Number is allotted, may directly proceed for course Registration and Hostel Room Allotment.

ROLL NUMBERS: Institute roll numbers will be issued to the applicants after completion of document verification process.

COURSE REGISTRATION FOR THE 1ST SEMESTER: Every semester you need to register for the courses through our Institute ERP system. The same shall be done at the time of reporting.

CLASSES: Classes will commence tentatively from 1st September 2025.

Documents required during physical document verification

1. 08 Passport Size Photograph.
2. Class X (High School) Board Certificate as proof of date of birth and Name of Candidate.
3. Certificate and Marks sheet of qualifying examination 10+2 (Class XII)
4. Admit Card and Score card of JEE (Main) issued by NTA.
5. Photocopy of Academic Bank of Credit (ABC) card

6. Proof of seat acceptance fee payment by Net Banking / Debit card / Credit card or State Bank of India e-challan.
7. Certificate of category (SC/ST), if applicable, issued by the competent authority.
8. Certificate of category of GEN-EWS, if applicable, is to be issued by the competent authority. The certificate must have been issued on or after 1st April 2025.
9. Certificate of category of (EBC/OBC), if applicable, is to be issued by the competent authority. The certificate must have been issued on or after 1st April 2025.
10. Valid Certificate for Persons with Disabilities (PwD). The certificate should be issued from a duly constituted Medical Board. The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent. Certificate not issued by a Medical Board or invalid / expired on the date of reporting shall not be accepted in any case. The minimum degree of disability should be 40% in order to be eligible for any concessions/benefits.
11. One set of self-attested copies of all the documents listed above.
12. Migration Certificate
13. School Leaving / Transfer Certificate from the college / school last attended.
14. Candidates are advised to keep enough attested copies of above documents/ certificates for their future use.

ANTI RAGGING AFFIDAVIT

The students must report to the Anti Ragging verification desk after the course registration, failing to do so, the ERP Account of the respective student shall be blocked.

Anti Ragging Link: https://www.antiragging.in/affidavit_university_form.php

Institute and Course Details:

1. University Director/Vice Chancellor: **Prof. Anand Kumar Sinha**
2. University Phone Number: **9264450104**
3. Details of the course (UG/PG/Diploma): **UG**
4. Name of the Course: **To be filled by student**
5. Current year of study: **1**
6. University Landline Number (Optional): **May be left blank**
7. Number of students in your class: **May be left blank**
8. Nearest Police Station to your University: **Patna Airport Police Station**
9. National Anti-ragging Helpline No.-**18001805522**

ACADEMIC BANK OF CREDIT (ABC) ID CREATION

The students who have not created their Academic Bank of Credit (ABC) Id, they are advised to create the same as per below mentioned process.

Creation of ABC ID

Here is the complete process to make student registration and login at Academic Bank of Credit Website: -

Step 1: Go to the website at <https://www.abc.gov.in>

Step 2: Go to the “Account” section and click at the “Student” link.

Step 3: Then Sign up with DigiLocker and complete the ABC Scheme student registration process by providing the requisite details.

Now student can sign in to the DigiLocker and can download with his/her ABC ID card from ABC console.

Follow up for Students:

- Visit the ABC website www.abc.gov.in to understand the ABC Scheme completely.
- Read out the instructions and guidelines regarding registration process through Aadhar Number on DigiLocker.
- Download and install DigLocker from the Google play store/Apple Store.
- All the academic credentials including credit courses and transcripts, certificates, degrees will be available on the institutional NAD portal and Digi-locker in future.

-Sd-

**Admission In-Charge
BIT Mesra off Campus, Patna**