



GUIDELINES TO THE NEWLY ADMITTED STUDENTS

A. STEPS FOR GETTING ADMISSION:

1. For taking admission in the Institute a student should first report to the office of Dean (Admission and Academic Coordination).
2. Every student has to pay the Institute fee in the form of a demand draft of required amount in the Accounts Office.
3. After the payment of fee, Roll Number will be allotted by the office of Dean (Admission and Academic Coordination).

B. HOSTEL ACCOMMODATION:

4. The girls' hostels are situated within one km from the Institute Building. The boys' hostels for the newly admitted students are located at 1 to 1.5 km from the Institute Building. The students can use bicycle.
5. *Students should not drive or possess any power driven vehicles (scooters/ motorcycles/ cars etc.) either inside or outside the campus.*
6. After completing the admission process, the student should deposit the hostel caution money and the mess advance in the Students Mess Accounts Office (near UCO Bank).
7. For hostel allotment, the student should report to the office of Dean (Student Welfare).
8. All newly admitted students will be provided accommodation on sharing basis in a single room. There will be two steel cots, one study table, one chair, ceiling fan, and tube light in the room. However, the male PG students will be provided single seated rooms having one steel cot, one study table, one chair, ceiling fan, and tube light.
9. All students (including the foreign students and the students admitted under NRI quota) will have to arrange the bedding (mattress, bed sheet, pillow, mosquito net etc.) at their own.
10. All students are required to stay in one of the hostels. Under exceptional circumstances, the Dean (Student Welfare) may permit a student to stay outside the Institute campus on temporary basis.
11. **If there is any case of ragging**, the concerned student should report the same to Hostel Warden/ Associate Deans/ Dean (Student Welfare) immediately. The names and telephone numbers of the Warden and other officials of the Institute are displayed on the hostel notice boards.
12. Every hostel has its own mess attached to its building. The mess is run by the Students Mess Committee. There is no fixed charge for the mess. The monthly mess bill is calculated on the basis of actual expenditure. It varies from one hostel to another hostel, depending upon the number of students in a hostel and the menu being followed in that hostel. The monthly mess bill varies from Rs. 2500 to 3500.
13. The hostel caution money is onetime payment and will be refunded to the student after his/ her completion of the course. The mess advance is credited to the student's mess account, which is maintained centrally for every student.



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C. SEMESTER REGISTRATION :

14. For semester registration, the student should report to the office of Coordinator (Semester Program) or the designated place as notified.
15. The classes for the newly admitted B.E. and B.Arch. students shall commence as per CCB schedule and for other students it shall commence from 01 July 2013.
16. The Vice-Chancellor will address the newly admitted students during the Induction Program, which is likely to be around **last week of July 2013**. The details regarding this will be notified later.

D. MANDATORY AT TIME OF REGISTRATION AND BEFORE EXAMINATION:

17. At the time of registration in every semester, the students are required to pay suitable mess advance in addition to the Institute Fee. The monthly mess bill is displayed on the hostel notice board, which also indicates the mess dues or credit balance. All students are required to clear their mess dues, if any, by the 15th of every month. If there is a mess due beyond that date, then a fine of Rs. 50 is imposed every month.
18. Before the end semester examination, the students are required to take no dues from the Institute Accounts Office and the Students Mess Accounts Office.

E. STUDENT CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

19. There are various clubs and societies in the Institute. The details about these societies will be informed to the newly admitted students in a meeting in the Institute Auditorium, which is likely to be held at the end of July.

F. ABOUT THE BIT CAMPUS :

20. The Institute is having three shopping arenas, where shops of BIT Consumers Co-operative Stores and few private shops exist. The main shopping arena is near the Golden Jubilee Auditorium (formerly known as OAT). One shopping arena is behind the Institute Building. Another shopping arena is situated behind Hostel No. – 6. In addition to these, there are BITCCS sale counters in the girls' hostels.
21. The Institute campus is having Mesra Branch of UCO Bank and its ATM.
22. ATMs of SBI and ICICI banks are also present in the Institute campus.
23. Sports complex is situated opposite to Hostel No. – 7.
24. Institute buses ply regularly from BIT campus to Ranchi city and back. The time table for the bus service is displayed on the hostel notice boards and in the Transport Office.
25. The climate at Ranchi is moderate. During summer, the maximum temperature may go up to 42° C and during winter, the minimum temperature dip to 2° C. During the rainy season, the students are advised to carry umbrella/ raincoat.

- G. The students are required to read the code of conduct carefully. In case of any violation the Institute authorities may take strict disciplinary action against the offenders.**