

Steps in Filling-up Online Application form

Step 1. **Go to Admission Page**

➤ **Read the Guideline**

Guidelines

Before starting to fill up the online application, keep ready with you the following details/documents / Information

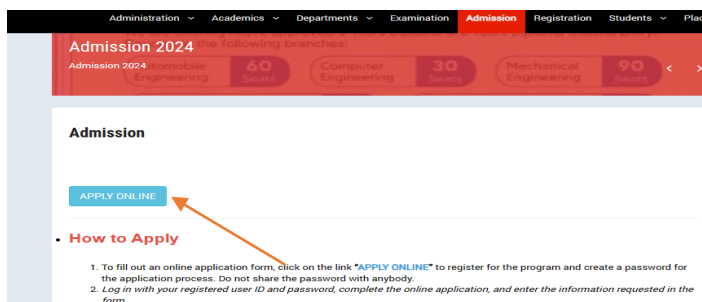
- a) Valid Email ID & mobile number valid for at least the next year.
- b) Image of scanned photograph in jpg/jpeg format and size should not exceed 300 KB
- c) Image of scanned signature in jpg/jpeg format and size should not exceed 300 KB
- d) Personal and educational qualification details: All certificates for qualifications.

• **Documents to be submitted along with the application:**

[While filling out the online application form, the applicant should be prepared beforehand to upload scanned PDF copies (file size maximum 25KB) of the following documents.]

- Self-attested photocopies of the following documents:
- Mark sheet of Matric or equivalent
- Residential Certificate
- Caste Certificate (for ST/SC/PT/OBC candidates)
- Physically Handicapped certificate (for PH candidates)
- Recent passport-size colour photograph (in jpg format up to 25 KB only).
- Scanned copy of signature (in jpg format up to 25 KB only).
- Forwarding letter of 'Mukhiya' (only for Mesra Panchayat nominated candidates)

➤ **Press Apply online**



- **Click on New Applicant Registration**
- **Fill details**
 - **Name**
 - **Email id**
 - **Contact Number**
 - **Choose Course**
 - **After filling in the above data submit it. OTP will be sent to registered emailid**



BIRLA INSTITUTE OF TECHNOLOGY, MESRA

The screenshot shows a web interface with two main sections: 'New Applicant Registration' and 'Already Registered Applicant'. The 'New Applicant Registration' section includes input fields for 'Enter First Name', 'Enter Middle Name', 'Enter Last Name', 'Enter email', and 'Enter Mobile Number'. It also features a captcha image with the characters 'jzWLMj' and a 'Register' button. The 'Already Registered Applicant' section includes input fields for 'Enter username' and 'Enter password', a 'Forgot password?' link, and a 'Login' button. At the bottom of the interface, there is a link for 'Applicant Employee Registration'.

- **OTP and Password**
 - a) **Check your email and submit OTP**
 - b) **Password will be sent to registered email id (keep the password ready for all future login)**

Step 2. Log In



INSTITUTE OF TECHNOLOGY, MESRA


- Enter email id and password (check registered email id.)
- Click on LOGIN Button.
- Important Notes

INSTITUTE OF TECHNOLOGY


- **You need to upload your profile image and signature to proceed with your application form.**
- By submitting this application form, you confirm that you are requesting admission to a BIT educational program are providing the above information about you for these purposes. BIT requires this information for legitimate business purposes, and, at your request, in order to make decisions about your admission to the Program.
- Your personal data will be collected, used and disclosed only for these purposes and, in the event you are admitted to the Program, to manage your enrollment and attendance at BIT, including registration, maintenance of your student records, the provision of related services to you; and for other purposes related to your participation in the Program and our evaluation and improvement of the Program.
- Failure to provide complete or accurate information may result in BIT's inability to process your application.

- Upload scan copy of Image and Signature

Upload Profile And Signature Image



Upload Profile Image



Upload Signature

First Name
KAMESHWAR

Middle Name
Enter Middle Name

Last Name
MAHTO

Close

Step 3. Select Program

➤ Diploma in Engineering

10% completed

- Guidelines
- Program Selection**
- Personal Details
- Parent Details
- Category Selection
- Education History
- Upload Documents
- Declarations
- Review And Submit
- Make Payment

DIPLOMA 2024-25

Program Selection

Diploma

BIT Mesra - Diploma in Engineering (2024 - 2025)
Selected!

Previous
Save & Next

A) Fill up Personal detail

20% completed

- Guidelines
- Program Selection
- Personal Details**
- Parent Details
- Category Selection
- Education History
- Upload Documents
- Declarations
- Review And Submit
- Make Payment

DIPLOMA 2024-25

Personal Details

Personal Details

First name *
KAMESHWAR

Middle name
Middle name

Last name
MAHTO

Personal email *
kameshwarbit021285@gmail.com

Mobile Number *
7549015728

Alternate Contact Number
Alternate Contact Number

Date of birth *

B) Address

20% completed

- Guidelines
- Program Selection
- Personal Details
- Parent Details
- Category Selection
- Education History
- Upload Documents
- Declarations
- Review And Submit
- Make Payment

Personal Details

Personal Details

Address

Current Address Line *

Current Country *

Current State *

Current District *

Current City *

Current Pincode *

C) Fill up Parents (For Both Father & Mother) Details and save & Next

Lateral Entry Diploma 2024-25

Parent Details

Parent Details - 1

Select Details

Select

Father

Mother

+ Add Parent / Guardian

Previous Save & Next

D) Category Selection

Lateral Entry Diploma 2024-25

Category Selection

Category *

Select

GEN

SC

ST

PVTG

OBC

Save & Next

E) EDUCATION HISTORY

Fill up required education history

- ✓ Guidelines
- ✓ Program Selection
- ✓ Personal Details
- ✓ Parent Details
- ✓ Category Selection
- **Education History**
- Upload Documents
- Declarations
- Review And Submit
- Make Payment

Education History

Please provide all post-secondary school qualifications

Detail - 1
10th/Secondary School Certificate

Level of study / Qualification *

10th/Secondary School Certificate

Board Name *

JAC

Name of School *

Ursaline convent

Passing Year *

2021

Science Obtained Marks *

98

Mathematics Obtained Marks *

99

Total Mathematics & Science *

197

F) Upload Documents

- **Upload Documents**
- Declarations
- Review And Submit
- Make Payment

Select file

Residential Certificate *

- Allowed only files with extensions (.png, .jpg, .pdf)
- Only 1 file is allowed with 300 KB.

Screenshot 2024-01-17 144848.png (249.02 Kb) ×

Select file

Select file

Category Certificate *

- Allowed only files with extensions (.png, .jpeg, .jpg, .pdf)
- Only 1 file is allowed with 1000 KB.

Select file

Select file

Differently abled Certificate

- Allowed only files with extensions (.png, .jpeg, .jpg, .pdf)
- Only 1 file is allowed with 1000 KB.

Select file

Select file

- Residential Certificate
- Category certificate
- Education certificates

In Accordance with the requirements of the Applied course, upload essential documents. (**Refer Information brochure**).

G) Declarations


The screenshot shows the 'Declarations' step of the application process. On the left, a blue sidebar contains a progress indicator for '90% completed' and a list of steps: Guidelines, Program Selection, Personal Details, Parent Details, Category Selection, Education History, Upload Documents, Declarations (highlighted), Review And Submit, and Make Payment. The main content area is titled 'DIPLOMA 2024-25' and 'Declarations'. It contains a declaration statement: 'I, NIRU KUMARI, declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. Please note that there should be no change in this text.' Below this is a checked checkbox: 'I have read, understood and agree to all the above statements.*' with a 'Selected!' label. At the bottom are 'Previous' and 'Next' buttons.

H) Review and submit and then processes for fee payment Review your Form and then submit.

The screenshot shows the 'Review And Submit' step of the application process. On the left, the blue sidebar shows the progress indicator at '90% completed' and the 'Review And Submit' step highlighted. The main content area is titled 'DIPLOMA 2024-25' and 'Review And Submit'. It features the Birla Institute of Technology, Mesra logo and name. Below this is the text 'DIPLOMA 2024-25'. Under the heading 'Program Selection', there is a list of program options: BIT Mesra - DE101 (ECE) (2024 - 2027), BIT Mesra - DC101 (CSE) (2024 - 2027), BIT Mesra - DM101 (ME) (2024 - 2027), BIT Mesra - DE102 (EEE) (2024 - 2027), and BIT Mesra - DA101 (Auto) (2024 - 2027). Under the heading 'Personal Details', there are three input fields: 'First name', 'Middle name', and 'Last name'. At the bottom are 'Previous' and 'Next' buttons.

I) Application Fee Payment Details

For online follows the bank instruction and make payment.



90% completed

- ✓ Guidelines
- ✓ Program Selection
- ✓ Personal Details
- ✓ Parent Details
- ✓ Category Selection
- ✓ Education History
- ✓ Upload Documents
- ✓ Declarations
- ✓ Review And Submit
- Make Payment

DIPLOMA 2024-25

Make Payment


IMPORTANT NOTE :

1. Please **do not** press the browser **back button** while going for the payment.

Applicant Name :	NIRU KUMARI
Applicant E-mail :	niru.bau@gmail.com
Application Payable Amount :	₹ 650
<input type="radio"/> Online Payment	<input type="radio"/> Offline Payment

Previous
Submit

For offline
Make payment at accounts counter and enter *payment*
receipt number.



100% completed

- ✓ Guidelines
- ✓ Program Selection
- ✓ Personal Details
- ✓ Parent Details
- ✓ Category Selection
- ✓ Education History
- ✓ Upload Documents
- ✓ Declarations
- ✓ Review And Submit
- Make Payment

DIPLOMA 2024-25 Home Logout

Make Payment

This form has already been processed. You cannot modify a form!

IMPORTANT NOTE :

1. Please **do not** press the browser **back button** while going for the payment.

Applicant Name :	NIRU KUMARI
Applicant E-mail :	niru.bau@gmail.com
Application Payable Amount :	₹ 650
<input type="radio"/> Online Payment	<input checked="" type="radio"/> Offline Payment

Payment Receipt No	123456
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save

Previous