

**PART III**  
**ADMISSION MODALITY**

### ADMISSION MODALITY

Admissions are made on an all India basis. English is the medium of instruction for all the programmes in the Institute. Selection is based entirely on candidate's merit, his/her preference, facilities available and availability of seats. Some details of admission modality for all the three tiers of education are described in the following paragraphs.

### INTEGRATED FIRST DEGREE PROGRAMMES

Admissions will be made purely on merit. The merit position of the candidate will be based on the score obtained by the candidate in a Computer based Online Test (BITSAT) conducted by BITS, Pilani.

#### Eligibility for admission:

For admission to all the Integrated First Degree programmes candidates should have passed the 12<sup>th</sup> examination of 10+2 system from a recognized Central or State board or its equivalent with Physics, Chemistry, and Mathematics and adequate proficiency in English.

The candidate should have obtained a minimum of aggregate 80% marks in Physics, Chemistry and Mathematics in 12<sup>th</sup> examination, with at least 60% marks in each of the Physics, Chemistry, and Mathematics subjects.

For **BITSAT-2011**, candidates who fulfill the following conditions are eligible to appear:

- Students appearing for 12<sup>th</sup> examination in 2011
- Students who have passed the 12<sup>th</sup> examination in 2010 provided they explain the reasons for the gap. The admissions committee will examine all such cases before taking a final decision on their eligibility.
- Should have taken Physics, Chemistry, and Mathematics (PCM) subjects in 12<sup>th</sup> class.

*Note:*

1. Students should have appeared in/ passed the 12<sup>th</sup> examination of the 10+2 system from a recognized Central/ State board.
2. Students who have passed 12<sup>th</sup> examination in 2008 or previous years and have already joined any other educational Institution for higher studies will be considered for admission under 'Advanced standing' basis, which is explained in the earlier part.

3. Students who are presently studying in BITS at any of its campuses are NOT eligible to appear in BITSAT.
4. The Institute considers only the latest performance through a public examination for admission. If the results of the latest examination are not available within the due date for submission of application, the candidate will not be considered even if there are some earlier performances of 12<sup>th</sup> class or its equivalent or any higher examination available with him/her. If a candidate has taken more than one attempt in 12<sup>th</sup> class or its equivalent, only his latest performance is considered, provided this attempt has been for the full component of subjects/courses prescribed.

#### Direct Admission to Board Toppers:

In the past, admission process of the Institute always ensured guaranteed admission to all the students who obtained first ranks in their respective board examinations. This has given a very vital input of highly meritorious students from all over India. Continuing this tradition, the Institute will give direct admission to first rank students of all the central and state boards to the programme of their choice, irrespective of their BITSAT-2011 score. However, they should have obtained the minimum marks in PCM SUBJECTS in 12<sup>th</sup> examination, as described above. For more details, see the later sections in this part and also the BITS website.

#### The mechanism of admission procedure:

##### (i) Applying for admission:

All candidates who have appeared in BITSAT-2011 and are interested in admission will be required to submit application forms with 12<sup>th</sup> marks and programme preferences **before 30<sup>th</sup> June 2011. All applications are to be filled Online.** The filled forms are to be printed and should be posted along with the enclosures to reach the Institute before the deadline, which is **30<sup>th</sup> June 2011.**

##### (ii) Preparation of Merit List for Admission:

The merit position of all eligible candidates (i.e., those who have appeared in BITSAT-2011 and have submitted application form for admission in the prescribed format with 12<sup>th</sup> marks, preferences and the required fees) will be prepared on the basis of their total scores in BITSAT-2011.

When the BITSAT score of two candidates are the same:

- First their scores obtained in Mathematics in BITSAT will be considered for separating them
- If the tie still exists, then their scores in Physics in BITSAT will be considered for separating them.
- Further tie is eliminated using their scores in Chemistry in BITSAT.
- Finally, their PCM total marks in 12<sup>th</sup> examination will be considered for their separation.

The candidate have to fill only a single application form for seeking admission to all the degree programmes offered at Pilani, Goa and Hyderabad campuses. The candidate's order of preference for different programmes offered at Pilani, Goa, and Hyderabad campuses of the Institute is processed through a computer and the offers are made. This may take a few iterations and at each stage, the status is made available to the candidates at the Institute's website [www.bitsadmission.com](http://www.bitsadmission.com) through Internet.

For a candidate to remain in the race, it is mandatory that the following conditions are fulfilled and strictly adhered to by the candidates:

- (i) The Data provided by the candidate in the application form with respect to the candidate's background, academic performance, and order of preference for various degree programmes etc. is final.
- (ii) The required fees as mentioned in the communication from the Institute are paid in advance and the candidate does not raise any new arguments in this connection.
- (iii) A candidate, whether offered admission/ placed on waiting list, cannot withdraw and claim refund of fees once he has entered the competition.

Any candidate who seeks to alter the above conditions in the middle of this process is liable to disqualify himself/herself and forfeit 20% of total fees (i.e., admission fee and one semester fee). See the section on 'Advance Fees, Refund and Forfeiture of Fees' later in this part.

### **(iii) The Actual Mechanism of Admission:**

The facilities of the Institute are pronounced invariably in terms of the ratio of seats allotted between the different programmes rather than in terms of a fixed

number of seats. The total number of admissions made may vary from year to year. The change in the total number of seats takes place primarily to adjust to the requirements of a highly flexible system which accommodates a second semester admission, dual degree, admission with advanced standing, transfer, etc.

In order to reduce the number of iterations, based on earlier experience and on a statistical projection of the responses received, the Institute might make admission offers to a larger number of candidates than the number of seats earmarked.

The computer is programmed to assign the seats starting from the first candidate on the merit list and going down the same until all seats are filled up. At any time when the computer considers a candidate, it first tries to accommodate the first preference of the candidate and goes to his/her second preference if his/her first preference could not be accommodated and so on. Assignments for all programmes are thus completed and immediate admission offers are made.

Based on our past experience, a certain number of candidates would be placed on waiting list. Whenever vacancies arise, the procedure of assignment would be exactly the same as described above. During each iteration, a *de novo* assignment starting from the first candidate in the merit list will be made. Of course, in this operation, candidates who have declined the offer and/or who have not paid fees would be removed from the merit list. It is now clear that in this process not only some of the candidates who are on the waiting list will get an assignment but also certain students who have already got an assignment may now get a new assignment to one of their higher preference if seats are now available. The waiting list of the Institute has the following characteristics namely:

- (i) The cut-off point for the waiting list is arrived at by our past experience in terms of the responses from the candidates, the number and the quality of candidates who have applied in the current year with a view to complete the admissions and start the classes in time.
- (ii) Those who are admitted to a programme will continue to be on the waiting list for their higher preferences.
- (iii) The waiting list is for admission to the Institute and not for a particular programme, Hence it will not be possible to assign a waiting list number for a student for a particular programme.

- (iv) A student who has a higher BITSAT score may be on the waiting list while a student who has a lesser BITSAT score may have got admission because the former crossed out a programme which the later has opted for and seats were available in that particular programme.
- (v) Those who cross out a programme not only cease to be candidates for admission to the programme but also for consideration on the waiting list of the programme.
- (vi) Those who get offers to be on the waiting list must pay their fees in advance to remain in the waiting list.

**Some tips on showing preferences and crossing out:**

The candidates are strongly advised to exercise their preferences after careful consideration. ***No candidate at any time of the operation can change his/her preferences or refuse to slide up in his/her order of preference till the entire admission process is completed.*** If a candidate wishes to join BITS irrespective of the programme so that he can float up until the admission process is complete or he can avail of certain unusual flexibilities like dual degree etc. it would not be in his interest to cross out any programme. The other extreme is where a candidate is absolutely sure of his inclination and such candidates would be advised to show preferences to those limited programmes only and cross out the rest.

Normally a candidate cannot change the preferences once submitted. However, if for any reason a candidate discovers a mistake in his preferences already submitted, he can submit a request for change of preferences in the prescribed format, before the last date for submitting applications. Please see BITS website for details.

**Admissions at Pilani campus, Goa Campus and Hyderabad Campus:**

As already announced, admissions to BITS, Pilani-Pilani campus, BITS, Pilani – Goa campus and BITS, Pilani – Hyderabad Campus will be made through a single admission process. In the different admission iterations mentioned in the earlier paragraphs, it is possible that a student who has got an admission offer for a programme in one campus gets slided up for a programme at the other campus in the next iteration. Once a student reports for admission at a particular campus, he remains in the waiting list for the programmes of his higher preferences at the other campuses, till all admissions are finalized. To minimize inconvenience to students, once the student

has reported for admission at any one of the campuses, he/she will be given a chance to opt out of the race for the programmes offered at the other campuses and he/she will be considered only for programmes of his/her higher preferences at the campus where he/she has joined. The student has to make the decision on this option on the day of reporting for admission. Further instructions in this regard will be sent to those who have been offered admission.

In all the above matters, the Vice-chancellor's decision shall be final.

**Dual degree for Group B students:** To meet the ambitions of the students who could not get admission to B.E.(Hons.)/B.Pharm.(Hons.) programmes, the Institute has created facilities by which any student who is admitted to M.Sc.(Hons.) programmes is accommodated in a dual degree scheme for a second degree in B.E.(Hons.)/B.Pharm.(Hons.) programmes. This assignment is made by competition on their performance at BITS at the end of first year, separately in Pilani, Goa and Hyderabad campuses. Requirements of both the degrees are structured to be completed normally in five years.

**Eligibility criteria for admission under 'Direct admission to Board toppers' scheme:**

To be eligible for admission under the 'Direct admission to Board toppers' scheme, the candidate should be the topper from the science stream having taken Physics, Chemistry, Mathematics subjects in 12th. To identify the topper the following criteria will be adopted.

The topper is the student who fulfills the following criteria:

- a) has taken Physics, Chemistry, and Mathematics subjects in 12th and
- b) has obtained the highest aggregate percentage of marks in 12th among all the students who have taken Physics, Chemistry, and Mathematics subjects in 2011 from the Board. For the purpose of calculating the aggregate percentage, the aggregate marks should include the marks of Physics, Chemistry, and Mathematics subjects in addition to other subjects which are required to pass the 12th examination from the Board under consideration. Further, the Physics, Chemistry, Mathematics subject marks should be included in the aggregate, irrespective of whether the Physics, Chemistry, and Mathematics subjects are identified as main/optional/elective in his marksheets(s).

Applicants under the scheme should attach documentary proof in support of their claim, along with the 12th mark sheet and a letter from the Board declaring the candidate as the topper in the specified stream. The Institute will also make efforts to get these data from the different boards on its own. In all cases, the Institute will be guided by the data provided by the concerned Board. In cases where for a particular board, the data available before the deadline is insufficient or inconclusive, the admission committee may decide not to make any offer under the scheme for that specified Board. In all such cases, the decision of the Vice chancellor will be final and binding on the applicants.

The applications are to be made online. The filled forms are to be printed and should be posted along with the enclosures to reach the Institute before the deadline, which is **30<sup>th</sup> June 2011**. See the BITS website for more details.

### **HIGHER DEGREE PROGRAMMES**

Admissions to **Higher degree Programmes** are based on the performance of the candidates in the **computer based online test** and/or written test, group discussions and interviews conducted by BITS at its campuses/any other places. The final selection is based on the performance of the candidates in the tests, group discussions and interviews. The details of test, syllabus for the test, etc., are available at the BITS website, <http://www.bitsadmission.com>.

### **Ph.D. PROGRAMME**

For admission to the on-campus Ph.D. programme of the Institute, the marks/grades of the candidate in the latest examination as well as his performance in a specially designed admission test and/or interview would be considered.

### **OFF-CAMPUS Ph.D. UNDER Ph.D. ASPIRANT SCHEME**

The Institute offers a unique opportunity for employed professionals working in Industries and R&D organizations and having long experience and proven competence in various fields to work towards Ph.D. degree of the Institute in the settings of their respective work environments. Candidate holding any of the BITS degree or working in an organization collaborating with BITS will normally be considered under this scheme. Industries interested for the development of their manpower at the doctoral level are invited to seek collaboration with BITS and sponsor their suitable candidates along with their applications in the prescribed format.

### **FOREIGN STUDENTS OR INDIAN STUDENTS HAVING QUALIFICATIONS FROM FOREIGN COUNTRIES**

The Institute welcomes foreign students but the admission is strictly made on the basis of merit. There is no separate provision for admission of such candidates and they have to compete with all other candidates, as per the procedure already described above for various degree programmes.

In order to verify the eligibility for admissions, the candidates should enclose, with their application, documents explaining grading/marketing system and calculation of cumulative grade point average/aggregate percentage of marks along with their transcript/ mark sheet. Further the candidates must send a copy of syllabus of courses and rules and regulations for the examinations they have passed well in advance.

Students should request their examining authorities to send the transcript/ mark sheet with relevant documents directly to Admissions Officer, BITS, Pilani - 333 031, India so as to reach him before the deadline.

A specially appointed committee examines all applicants with foreign qualifications regarding their eligibility for admissions.

### **Graduates of BITS**

Candidates who come with a degree where the structure and the features of the programme are similar to that of BITS are naturally ready to fit more effectively into the BITS educational system. This experience prompts the Institute often to describe the prior preparation for another degree in the same tier or a degree in a higher tier in terms of not only a minimum qualification but also specific courses which they should have done.

### **Admission with advanced standing**

For details refer to the section on flexibilities in the previous part.

### **Admission with marginal deficiency**

For details refer to the section on flexibilities in the previous part.

### **Casual Students**

Persons, other than regular students of BITS who desire to register for some courses to update their knowledge are designated as casual students. Casual students can register for courses on audit only and

cannot enroll for a degree. The facility of taking a course on audit is principally conceived to give an opportunity to a person to update his knowledge and he cannot claim acceptance of such a course for the fulfillment of requirements of any programme, current or future.

This scheme has been devised to take care of professionals from various industries and organisations who express a desire to update their knowledge, although they, ipso-facto, have no desire to work for a degree.

Persons desiring to register as casual students should apply on the prescribed form within the last date.

Whenever such a student is admitted he may be allowed to continue as a student for a maximum period of eight registered semesters. However, he should request at the end of every semester for permission to continue him as a casual student in the succeeding semester.

The Institute may offer direct admission to a limited number of children of the staff of BITS and BET and also to some meritorious students from the schools of BET in Pilani to non-professional programmes with a proviso that the students admitted to these programmes will not be eligible for any of the flexibilities like transfer to and dual degree in any of the professional programmes.

## INFORMATION FOR CANDIDATES

(To be read in conjunction with the instructions given in the application form and any other communications sent from the Institute).

### APPLICATION PROCEDURE

Application for admission should be made on the prescribed form. Separate application forms are prescribed for (i) Integrated First Degree Programmes (ii) Higher Degree, MBA and MPH Programmes (iii) Doctoral Programmes.

#### (i) Integrated First degree Programmes:

In order to apply for admission to the Integrated First Degree programmes, the candidate should have appeared in the online computer based test (BITSAT) as per the announcement made by the Institute through separate advertisement and brochures. The last date for registering for BITSAT-2011 was 31<sup>st</sup> January 2011 and BITSAT-2011 tests are scheduled between 11<sup>th</sup> May and 6<sup>th</sup> June 2011.

**In addition to the application made earlier for registering for BITSAT test, they should apply for admission by submitting the prescribed form, complete in all respect, so as to reach the Institute before the deadline, i.e., 5:00 PM on 30<sup>th</sup> June 2011.**

The application forms are available at the BITS website and are to be filled online. The print out of the filled forms should be sent to the Institute along with an Admission application fee of Rs. 200/- only with each form.

**Last Date for Submission of Completed application for Integrated First degree Programmes:**

First Semester: 5.00 P.M. on 30<sup>th</sup> June 2011

Second Semester: 5.00 P.M. on 30<sup>th</sup> November 2011 (Refer to section on Flexibilities in the earlier part).

#### (ii) Higher Degree and Ph.D. programmes:

Interested and eligible candidates should apply through the prescribed application form available online at <http://www.bitsadmission.com/> and take the printout of the filled form and submit the filled form to the Institute before the deadline mentioned below. The filled form should be accompanied by requisite fee of Rs. 1500/- for higher degree and Ph.D. programme.

**Last Date for Submission of Completed applications:**

First Semester: 5.00 P.M. on 31<sup>st</sup> May 2011

Second Semester: 5.00 P.M. on 30<sup>th</sup> November 2011 (Refer to section on Flexibilities in the previous part).

### Some Important Instructions

- (1) The application process, announcement of results after each iteration, detailed instructions etc. are all announced at BITS website during the various stages of the admission process. It is the responsibility of the candidate to follow these announcements and instructions.
- (2) Application forms sent by FAX or Email will not be accepted.
- (3) The number on your application form is unique. Quote this application number in all subsequent correspondence with the Institute.

- (4) If you are accepting the offer of admission/accepting to be placed on the waiting list you will be required to pay fees in advance, as per the instructions mentioned along with the offer.
- (5) Whenever admissions are made in the second semester a separate notification to this effect will be issued. Applications for second semester admission should be submitted only after such a notification.
- (6) If you desire to be considered for the award of Institute merit-cum-need scholarships, you will be required to submit an income certificate showing gross income of your Parents/Guardian, duly signed by the 1st Class Magistrate/Notary Public. Persons in service should submit a certificate from employer showing separately basic salary and other allowances.

#### Enclosures with Application

Applications for admission to integrated first degree programmes should be accompanied by the following documents:

- (1) An attested photocopy of the X pass/ Matriculation/Secondary School certificate issued by the Board.
- (2) An attested photocopy of the marksheet of the qualifying and any other higher University/Board examinations passed.

The BITSAT score for each of the candidate will be taken from the Institute records.

#### SELECTION FOR ADMISSION

Candidates are finally admitted to the Institute subject to the following conditions:

- (1) They have paid the requisite fees asked for in their admission/waiting list letters.
- (2) They are declared medically fit by a registered medical practitioner.
- (3) They have submitted all required original marksheets & certificates, with photocopies, and the statements made in their application forms are verified against their originals.
- (4) They fulfill the eligibility requirements.

For Integrated first degree programmes, on the reporting day at Pilani/Goa/Hyderabad, a Dean/Senior faculty member of the Institute will interact with the candidates. If any candidate fails to be personally

present on that day, his admission will stand automatically cancelled.

Every admitted student is required to undergo a registration process on the day announced for the purpose. One of the objectives of the registration process is to name the courses to be pursued during a given semester, after allowing for the student's options within the prescribed rules and regulations. By this process, each student makes his own Time Table at his own responsibility, to be followed in that semester. **No student will be permitted to attend classes or use any of the Institute facilities without completing the registration process.**

#### Advance fees, Refund and Forfeiture of fees

In the Integrated First Degree programmes, a candidate selected for admission/placed on the waiting list will be required to pay fees in advance subject to the following conditions:

- (1) If a candidate is offered admission to any programme of his preference, he has to pay within the deadline prescribed requisite fee of Rs. 79,000/- (*which includes the admission fee of Rs. 16,500/- and one semester fee*). However, if a candidate is placed on the waiting list, he has to pay only part fees of Rs. 16,500/- and subsequently, if he is offered admission he has to remit in advance the balance fee (*of Rs.62,500/-*) before reporting for admission or deposit the same on the day of reporting for admission as announced in the wait list offer.
- (2) If a candidate is offered admission either directly or from the waiting list but he does not join the Institute, his admission will automatically stand cancelled and **he will forfeit Rs. 15800/- which is 20% of total fees (i.e., admissions fee plus ones semester fees)** and the balance of the fees paid by him will be refunded. However, if he joins the Institute and subsequently withdraws either before the registration or after the registration, **he will forfeit the total amount of advance fees paid by him.**
- (3) If the Institute is not able to offer a Wait-listed candidate admission to any programme of his preferences as shown in his application form, the total amount of advance fees will be refunded to him.
- (4) A candidate, whether offered admission/ placed on waiting list, cannot withdraw from competition and claim refund of fees once he entered the competition by paying the required advance fees.

- (5) While remitting advance fees no candidate can stipulate any conditions such as changing order of preferences, addition/deletion of preferences etc. Even if any such conditions are mentioned while remitting fees, it will be ignored.

The Institute reserves the right to refuse admission to any candidate without assigning any reason. The decision of the Vice-chancellor in the matter of admission and allotment of programmes of study shall be final.

For higher degrees, conditions stipulated in the Instructions sheet sent to the shortlisted candidates, will be applicable.

### SCHEDULE OF FEES<sup>#</sup>

- A. The following is the details of the fees payable by all students admitted in the academic year 2011-2012 at **BITS-Pilani, Pilani Campus**.

Fees	Integrated First Degrees	Higher Degrees	Ph.D. Programme
Admission Fees	16,500/-	16,500/-	16,500/-
Semester/Term Fees\$			
First Semester	62,500/-	62,500/-	62,500/-
Second Semester	62,500/-	62,500/-	62,500/-
Summer term	31,250/-	31,250/-	31,250/-
Students' Union fee	200/- pa	200/- pa	—
Students' Aid Fund	50/- pa	50/- pa	—
Hostel fee (for on-campus students only)			
First Semester	3000/-	3000/-	3000/-
Second Semester	3000/-	3000/-	3000/-
Summer term	1500/-	1500/-	1500/-
Ph.D. thesis examination fees	-	-	1000/-
Mess & Electricity advance			
First Semester	6000/-	6000/-	6000/-
Second Semester	6000/-	6000/-	6000/-
Summer term	3000/-	3000/-	3000/-
<i>(Payable at the beginning of each semester/term and adjustable at the end of the same)</i>			
Hostel, ICT, Infra Structure Modernization Fees	1000/-	1000/-	1000/-
Institute Caution Deposit	2000/-	2000/-	2000/-
Fee for Eligibility Test(s) / Ph.D. Qualifying Examination	Institute reserves its right to charge such a fee, which would be adjustable against admission fees if the candidate secures admission		



- B.** The following is the details of the fees payable by all students to be admitted in the academic year 2011-2012 at **BITS-Pilani, Goa Campus.**

Fees	Integrated First Degrees	Higher Degrees	Ph.D. Programme
Admission Fees	16,500/-	16,500/-	16,500/-
Semester/Term Fees\$ First Semester Second Semester Summer term	62,500/- 62,500/- 31,250/-	62,500/- 62,500/- 31,250/-	62,500/- 62,500/- 31,250/-
Students' Union fee	200/- pa	200/- pa	—
Students' Aid Fund	50/- pa	50/- pa	—
Hostel fee (for on-campus students only) First Semester Second Semester Summer term	5000/- 5000/- 2500/-	5000/- 5000/- 2500/-	5000/- 5000/- 2500/-
Ph.D. thesis examination fees	-	-	1000/-
Mess & Electricity advance First Semester Second Semester Summer term <i>(Payable at the beginning of each semester/term and adjustable at the end of the same)</i>	6000/- 6000/- 3000/-	6000/- 6000/- 3000/-	6000/- 6000/- 3000/-
Hostel, ICT, Infra Structure Modernization Fees	1000/-	1000/-	1000/-
Institute Caution Deposit	2000/-	2000/-	2000/-

- C. The following is the details of the fees payable by all students to be admitted in the academic year 2011-2012 at **BITS-Pilani, Hyderabad Campus**.

Fees	Integrated First Degrees	Higher Degrees	Ph.D. Programme
Admission Fees	16,500/-	16,500/-	16,500/-
Semester/Term Fees\$ First Semester Second Semester Summer term	62,500/- 62,500/- 31,250/-	62,500/- 62,500/- 31,250/-	62,500/- 62,500/- 31,250/-
Students' Union fee	200/- pa	200/- pa	—
Students' Aid Fund	50/- pa	50/- pa	—
Hostel fee (for on-campus students only) First Semester Second Semester Summer term	5000/- 5000/- 2500/-	5000/- 5000/- 2500/-	5000/- 5000/- 2500/-
Ph.D. thesis examination fees	-	-	1000/-
Mess & Electricity advance First Semester Second Semester Summer term <i>(Payable at the beginning of each semester/term and adjustable at the end of the same)</i>	9000/- 9000/- 4000/-	9000/- 9000/- 4000/-	9000/- 9000/- 4000/-
Hostel, ICT, Infra Structure Modernization Fees	1000/-	1000/-	1000/-
Institute Caution Deposit	2000/-	2000/-	2000/-

Notes (Applicable to Pilani, Goa and Hyderabad Campus candidates):

- \$ The above prescribed semester fees is for students admitted in the academic year 2011-12. For these students, the semester fees will be revised upwards every year, but will not increase beyond 15% each year (unless the government announces any new levy/tax, which will be passed on to all existing students irrespective of their year of entry)
- If a student is admitted to a second degree programme under dual degree scheme, he/she has to pay Rs. 16,500/- towards admission fees of the second programme at the time such admission is made.
- Course-wise Fees (Per Course): Rs. 1000/- (*Applicable to only certain limited courses outside academic requirement after paying full semester fees. No semester fee is computable on the basis of course wise fees*)
- All fees are to be paid in advance. Only caution deposit and mess advance are refundable after adjustment of dues at the time of graduation or withdrawal from the Institute. This applies to prospective candidates who are seeking admission as well as ongoing students of the Institute.
- # For some specific programs requiring special treatment, fees and mode of their payment will be determined by the Vice-Chancellor in consultation with the Chancellor

### Instructions for Payment

- (1) The above schedule of fees is for a normal situation. Wherever a student's programme gets modified or his progress is delayed beyond the maximum permissible time, such a student is advised to consult the appropriate authority before registration.
- (2) All students admitted earlier than July, 2011 will continue to be governed by the same schedule of fees as before. However it should be clear that they will have to pay along with the new students the same amount of fees for students' union fee, students' aid fund, hostel fee and mess & electricity advance.
- (3) The fees and other charges are payable in advance in each semester/term on the notified dates before registration. No withdrawal from a course or courses will entitle a student for refund of fees.
- (4) Students who go for Practice School II will be charged semester fees and the summer term fees because the practice school is longer than a semester and extends in to summer.
- (5) Casual students will pay fees prescribed for regular students.
- (6) Institute caution deposit is refundable only at the time of graduation or withdrawal from the Institute.
- (7) If there are dues outstanding from a student, his grades will be withheld.
- (8) Mess dues are to be cleared by each student every month. Students who accumulate mess arrears would be required to pay a prescribed additional advance at the time of next registration.
- (9) Refunds, if any, will be made through crossed cheques/Bank drafts.

### SCHOLARSHIPS

A large number of scholarships, fellowships and other financial assistance are available to the students of the Institute. Past experience shows that about 30% of the students receive some form of financial assistance or other. For continuance of scholarships, scholarship holders are required to maintain good scholastic standing and good conduct.

Some of the scholarships/financial assistance normally available are listed below:

- (1) Institute's own merit or merit-cum-need awards for students admitted to Group A, B & C

programmes: These may cover reimbursement of full semester fees and admission fees for top 10 students while 50% or 25% semester fees for those selected for merit-cum-need awards. On an average about 22% of the students are benefited by these awards. All awards are made for one semester only and their continuance in the subsequent semester(s) will depend on the candidate's performance in the Institute and his/her needs.

Note: Reimbursement of Admission Fees is relevant only in the semester of admission.

- (2) Scholarships under National Talent Search/ National Science Talent Search Schemes.
- (3) Government of India National Loan Scholarship to undergraduate students. Some State Governments also extend the loans.
- (4) Government of India National Scholarships.
- (5) Merit Scholarships, Merit-cum-need Scholarships and Need-cum-Merit Scholarships awarded by State Governments.
- (6) Government of India Scholarships for Scheduled Caste and Scheduled Tribe students.
- (7) National Scholarships to the children of Primary and Secondary School teachers.
- (8) Scholarships to children and grandchildren of Political Sufferers.
- (9) Scholarships from various charitable trusts.
- (10) Financial assistance from Students Aid Fund.

Note: Past experience shows that most of the above scholarships are predominantly for pursuing studies in the First Degree Programmes. Some, of course, continue up to the Ph.D. level.

- (11) Students admitted to Higher degrees and Ph.D. will be recommended for award of scholarships/Fellowships from various sources like UGC, CSIR, DST, DBT, ICMR, etc. These Scholarships are operated as per rules & regulations stipulated by the awarding authorities. Students admitted to higher degree programmes and who are qualified in GATE may apply to the UGC for the GATE scholarship and the Institute will forward such applications to the UGC. It should be noted that the decision regarding award of the GATE scholarship to admitted students is

made by UGC as per its existing norms and the Institute cannot guarantee such awards.

- (12) Meritorious and committed students in Higher Degree may be awarded financial aid by the Institute. Every candidate who is awarded any financial aid will be required to discharge certain extra academic duty in lieu of this aid to the entire satisfaction of the Institute, failing which the aid may be terminated forthwith. The Institute's decision on the award of this financial aid is entirely worked out by the Institute's own pre-declared procedure and is not dependent on the nationally conducted test like GATE etc.
- (13) There are some limited numbers of fellowships available to help meritorious students pursuing Ph.D. Programme.
- (14) The Ministry of Non-conventional Energy Sources (MNES), Govt. of India has sanctioned two research fellowships to the Institute for advanced study in the area of Renewable Energy.
- (15) HP Lab India provides three doctoral fellowships of Rs. 40,000/- p.m.
- (16) Microsoft Research India provides one doctoral fellowship of Rs. 17,000/- p.m.
- (17) Students can also participate in the nationwide competitions for prestigious scholarships such as Aditya Birla Scholarship, Lucent Global Science Scholars Program and GE Fund India Scholarship.
- (18) Goldman Sachs Global Leader Scholarship of US \$ 3000.
- (19) Financial Assistance from BITS Alumni. BITS and BITSAA International Travel Fellowship is co-sponsored by the Institute and BITSAA International. Meritorious students are supported with 75% of travel cost for traveling abroad for presenting selective papers at international conferences.

## STUDENT RECORD

The students' records are computerized and a grade sheet for each semester is issued to the student normally within one week after the comprehensive examination.

The grade sheet will be withheld when a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The Institute issues a transcript (an up-to-date performance of a candidate from the date of his entry to the date of his leaving the Institute) to all the passing out candidates at the end of each semester/summer term normally within four weeks of the last examination. The provisional certificate and a cheque for refund of deposits in the Institute are also issued at the same time. This estimate is based on an assumption that each candidate has ensured by prior initiative that there is nothing pending against him on academic, financial and disciplinary matters.

Since all student records are computerized, each student is assigned a unique identification number (ID No.) which is constructed by building in the number certain information to assist in data storage and data retrieval. No two ID numbers are ever identical.

Degree programmes are assigned codes as below and the ID No. carries the degree programme code(s) along with other information such as year of admission, whether in Practice School (PS) or Thesis (TS) stream and the last character indicates the campus which a student belongs to. For example, 2010A1PS350P refers to a student admitted in 2010-11 to B.E.(Hons.) Chemical Engg. (with Practice School) programme at Pilani Campus. The higher degree students are assigned ID No. indicating whether the candidate is in PS stream (K1) or in the Dissertation (H1) stream. For example, 2010K103350P refers to a student admitted in 2010-11 to M.E. Computer Science (with Practice School) programme at Pilani Campus.

## Programme Codes

First Degree Programmes	
B.E. (Hons.) Chemical	A1
B.E. (Hons.) Civil	A2
B.E. (Hons.) Electrical & Electronics	A3
B.E. (Hons.) Mechanical	A4
B.Pharm. (Hons.)	A5
B.E. (Hons.) Computer Science	A7
B.E. (Hons.) Electronics and Instrumentation	A8
B.E. (Hons.) Biotechnology	A9
B.E. (Hons.) Electronics & Communication	AA
B.E. (Hons.) Manufacturing Engineering	AB
M.Sc. (Hons.) Biological Sciences	B1
M.Sc. (Hons.) Chemistry	B2
M.Sc. (Hons.) Economics	B3
M.Sc. (Hons.) Mathematics	B4
M.Sc. (Hons.) Physics	B5
M.Sc. (Tech.) General Studies	C2
M.Sc. (Tech.) Engineering Technology	C5
M.Sc. (Tech.) Information Systems	C6
M.Sc. (Tech.) Finance	C7

Higher Degree Programmes	
M.E. Biotechnology	29
M.E. Chemical	01
M.E. Chemical with specialization in Petroleum Engineering	45
M.E. Civil with specialization in Structural Engineering	43
M.E. Civil with specialization in Transportation Engineering	30
M.E. Civil with specialization in Infrastructure Systems	44
M.E. Communication Engineering	24
M.E. Computer Science	03
M.E. Design Engineering	41
M.E. Electrical with specialization in Power Electronics & Drives	31
M.E. Embedded Systems	40
M.E. Manufacturing Systems Engineering	42
M.E. Mechanical	06
M.E. Microelectronics	23
M.E. Software Systems	12
M.Pharm.	08
M.Pharm. with specialization in Pharmaceutics	46
M.Pharm. with specialization in Pharmaceutical Chemistry	47
M.B.A.	49
MPH	37
M.Phil. (Chemistry)	36

## **RULES AND REGULATIONS**

All students admitted to the Institute will be governed by the Rules and Regulations that are prescribed from time to time.

### **Anti-Ragging**

The Institute has formulated strict anti-ragging guidelines and all students are required to sign an undertaking to abide by these guidelines. Students, if found violating these guidelines are liable to disciplinary action including expulsion from the Institute and also possible legal action as per the directive from the Honourable Supreme Court of India. Dean, Student Welfare Division / Chief Warden / Wardens of respective hostels can be contacted if required.

The Institute has formulated strict anti-raging guidelines. Students, if found violating these guidelines are liable for necessary disciplinary and legal action. This includes lodging of a criminal case against the student at the Police Station as per the directive from the Honorable Supreme Court of India as well as expulsion from the institute. The Institute has formed a committee and anti-raging squads at hostel and institute level to combat raging. The students can also communicate directly with the Dean, Students Welfare, through the Institute website.

## **INFORMATION FOR CANDIDATES FOR ALL OFF-CAMPUS PROGRAMMES**

Prospective candidates must consult the separate section in the Institute Bulletin. They should note that a separate application form is provided for admission to Off-Campus programmes. It is further to be noted that all rules, regulations will automatically apply in the Off-campus programmes. Information about these can also be obtained at <http://www.bits-pilani.ac.in/dlp-home/>

### **INFORMATION FOR CANDIDATES APPLYING FOR DUBAI CAMPUS**

Prospective Candidates for admission to programmes at BITS, Pilani-Dubai Campus may download a copy of the online Bulletin and admission form from <http://www.bitsdubai.com/>

The admission process at BITS, Pilani-Dubai Campus takes place through two merit lists separately for GCC and Non-GCC candidates. Candidates who are residents of any GCC Country (UAE, KSA, Bahrain, Kuwait, Oman and Qatar) or have their parents as residents in any GCC country will be treated as GCC Candidates. Last date for receipt of Applications for GCC candidates is 15<sup>th</sup> June, 2011 – 5.00 p.m. and their admission list will be declared on 16<sup>th</sup> June 2011. Last date for receipt of Applications for Non-GCC candidates is 4<sup>th</sup> July, 2011- 5.00 p.m and their admission list will be declared on 6<sup>th</sup> July, 2011.

For more details, please visit BITS, Pilani – Dubai Campus home page: <http://www.bitsdubai.com/>

