



Date: 31.08.2023

**REPORTING PROCEDURE FOR ADMISSION**

**Sub: Reporting to BIITM for Admission to MBA / MBA (Business Administration) course for the year 2023.**

Dear Candidate,

**Congratulations**

We are pleased to inform you that you have been allotted a seat by OJEE - 2023 for admission to 2 Years' full-time MBA / MBA (Business Administration) course in Biju Patnaik Institute of Information Technology and Management Studies (BIITM), Bhubaneswar.

**The reporting date is scheduled from 02.09.2023 - 08.09.2023**, You are advised to report to the institute in person with the following **documents** along with the proof of payment of **Institutional Fee**, if paid online.

**DOCUMENTS REQUIRED AT THE TIME OF REPORTING**

Please submit the Self-attested photocopy of following documents and bring original documents to be returned after verification.

1. Final Allotment slip from OJEE-2023
2. CLC in original
3. Self-attested photocopy of 10<sup>th</sup> Certificate
4. Self-attested photocopy of 10<sup>th</sup> Mark sheet
5. Self-attested photocopy of +2 Certificate
6. Self-attested photocopy of +2 Mark sheet
7. Self-attested photocopy of Graduation Certificate
8. Self-attested photocopy of Graduation Mark sheet
9. Self-attested photocopy of other Certificate(s) of higher qualification, if any.
10. Self-attested photocopy of EWS Certificate for EWS candidates.
11. Two passport size color photographs with full signature and OJEE allotment no. on the backside.
12. Self-attested photocopy of Aadhar Card
13. **Student Profile**  
Download and fill up this **Student Profile** form (as Annexure-A) and submit the hard copy at the time of reporting.
14. **Anti-Ragging Affidavits as per Hon'ble Supreme Court's directive**  
You may go through the AICTE REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS (Annexure – B). You and your Parent / Guardian are advised to go through the book carefully.
  - a. The soft copy of **Affidavit by Candidate for Ragging** (Annexure-C) as per AICTE norms is to be printed at your end after being duly filled up and duly Notarized in **Non-Judicial stamp paper of Rs. 10.00** (Rupees Ten Only) and the original must be submitted at the time of Reporting (ie. 02.09.2023 – 08.09.2023) / Induction (ie. 14.09.2023).
  - b. The soft copy of **Affidavit by Parent / Guardian for Ragging** (Annexure-D) as per AICTE norms is to be printed at your end after being duly filled up and duly Notarized in **Non-Judicial stamp paper of Rs. 10.00** (Rupees Ten Only) and the original must be submitted at the time of Reporting (ie. 02.09.2023 – 08.09.2023) / Induction (ie. 14.09.2023)
15. Payment of Institutional Fee of **Rs. 1,10,500/-** (Rupees One Lakh Ten Thousand Five Hundred Only) is to be made, and the transactional details as proof of payment are to be submitted at the time of reporting.
16. Payment of Alumni Fee of **Rs. 500/-** (Rupees Five Hundred Only) is to be made via Cash at the time of reporting.



[N.B.: Please go through the Mode of Payment]

**MODE OF PAYMENT**

Payment are to be made through **Paytm / DD / Online Fund Transfer (NEFT / RTGS)** in favour of **Biju Patnaik Institute of IT & Management Studies (BIITM)**, Payable at Bhubaneswar.

Account Holder: BIITM Bank Name : HDFC Infocity Branch, Patia <b>Current Account No.: 50200011338588</b> IFSC Code : HDFC0004013	Account Holder: BIITM Bank Name : State Bank of India Infocity Branch, Patia <b>Current Account No.: 32871147025</b> IFSC Code : SBIN0010133
---	---

- After payment through Online transfer, a hard copy of Transaction details must be produced at the account's office. For any Query Contact : 8658481069 / 9337202696, Mail: [accounts@biitm.ac.in](mailto:accounts@biitm.ac.in)
- One may avail a non-formal T-shirt with BIITM Logo @ Rs.400.00 at the time of INDUCTION at the Institute.
- The allottees who fail to report on the last day of reporting ie. 08.09.2023 by 5:00 pm, will be treated as Nonreporting cases and OJEE-2023 will be intimated accordingly.

With best wishes,  
Yours sincerely,

(Sagarika Nayak)  
Admission Officer cum Student Counsellor  
Mob: 9040003344, [admission@biitm.ac.in](mailto:admission@biitm.ac.in)