



**Birla Institute of Technology, Mesra**

Ranchi-835215, Jharkhand, India

Email: [coe@bitmesra.ac.in](mailto:coe@bitmesra.ac.in)

Phone: 0651-2275138 (Extn-4483)

**Examination Section**

No: 36/ 2019-20 (EO-I)

Dated: January 06, 2020

**NOTICE**

***Sub: Scrutiny Registration Schedule for MO-19 End Semester***

It is hereby notified that the scrutiny registration for MO-19 End Semester shall be done as under.

Centers	Procedure	Annexure
CBCS (All Centers) and NON CBCS (Mesra Center)	Online ERP Process	Annexure-A
NON CBCS ( All Center excluding Mesra )	Manually	Annexure-B

***Starting Date of Registration: 06.01.2020***

***Last Date of Registration: 16.01.2020***

Dr. J.P. Pandey

6.1.2020

Controller of Examination

Copy to information of :

- 1- All Heads of Departments
- 2- All Deans
- 3- Directors/In-charges, Off Campuses & University of Polytechnic
- 4- Dy Comptroller/ Dy. Finance Officer
- 5- Registrar
- 6- Assistant Registrar, Examination
- 7- P.S. to V.C- for kind information of Hon'ble Vice Chancellor

Copy to:

1. File-I



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## **Annexure-A**

### **CBCS (All Centers) and Non CBCS (Mesra Center)**

**Examination > Student Related > Scrutiny Registration :**

The screenshot shows the Birla Institute of Technology, Mesra website. The navigation menu includes 'ACADEMIC' and 'EXAMINATION'. Under 'EXAMINATION', there is a 'Student Related' dropdown menu with options for 'Scrutiny Registration' and 'Short Semester Exam Registration'. The 'Scrutiny Registration' page is displayed, featuring a 'Note : Steps To Follow For Scrutiny Registration.' section with five numbered steps: 1. Please click Proceed to Registration button. 2. Please select the courses . 3. After Selecting the course , Click on submit Button to submit the Courses. 4. Then click on Print button to take the print of applied courses. 5. You need submit the print to admin for final approval. 5. Your Registration is Considered after payment only. A 'Proceed to Registration' button is located at the bottom of the page. The footer of the page states 'Designed and Developed By: MasterSoft Copyright © 2016. All rights reserved.'

Fee for scrutiny is ₹ 100.00 per paper. The candidate can make the payment through **Online SBI /Institute Account Office (In cash).**

The hard copies of the filled scrutiny registration form and payment slip shall be submitted to Examination Section.

*Pankaj.*  
*COE 6.1.2020*



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## **Annexure-B**

### **Non CBCS (All Centers excluding Mesra)**

**Step 01 :**

Please fill in the application form BITM/ES-03: (Application Form for Scrutiny) and submit it to Examination Section of respective centers.

**Step 02 :**

Clearly mention the papers to which scrutiny of answer script is sought and annex the required supporting documents, if any as mentioned in application form.

**Step 03 :**

Pay the requisite fee.

Fee for scrutiny is ₹ 100.00 per paper.

**BITM/ES-03: Application Form for Scrutiny (Annexed)**

*Pankaj.*  
*COE 6.1.2020*





**Examination Section**

***BITM/ES-03: Application Form for Scrutiny***

Date:

1. Full Name: \_\_\_\_\_ 2. Roll No: \_\_\_\_\_
3. Branch: \_\_\_\_\_ 4. Contact No: \_\_\_\_\_
5. Examination related to which scrutiny of answer scripts sought:

Examination: END / NC / SS /Backlog /Additional		Year:	Month:	Semester:
S.N.	Subjects/Papers	Marks obtained in Mid Semester		Final Grade

6. Payment Method : (SBI Collect/ Account Office/ Demand Draft) (*Fee for scrutiny is ₹ 100.00 per paper*)

Demand Draft/ Receipt/ Reference No:

Issuing Bank/Institute Name:

Date:

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I shall abide by scrutiny rules of the institute.

*Signature of Applicant*

*HOD/In-charge/Director*  
(Extension Center/Offshore Campus)

***For Office Use Only***

The above application for scrutiny of answer scripts is completed and the following has been found.

☐

There is no change.

☐

The revised marks/grade are as under

Examination: END / NC / SS /Backlog /Additional		Year:	Month:	Semester:	
S.N.	Subjects/Papers	Marks obtained in Mid Semester	Previous Grade	Revised Marks (Mid + End Semester)	Revised Final Grade

*Controller of Examination*