



बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मन्त्रि विवेकियुक्तम् | A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची- ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896,2276002/2276006 फैक्स/Fax: 0651-2275401/2276052 वेबसाइट/website: www.bitmesra.ac.in

Date: _____

To

The Dean (UGS/PGS)

Through: HOD, Dept. of

Subject: Rearrangement of Classes (Theory/Lab) from _____ to _____

Dear Sir/Madam,

This is to bring in your kind notice that my classes will be engaged by the following faculty member during my absence.

Sl. No.	Date	Time	Room No.	Name of the Scheduled Theory/Lab	Name of the Theory/Lab to be taken	Name & Signature of the concerned Teacher who will engage the class

(Name & Signature of the Teacher)

Recommended/Not Recommended

(Signature of the HOD)