Important Notice

New leave application has been uploaded on the web portal of BIT Mesra. From 1st of January onwards will be accepted.

Only PHD scholar

You all must keep in mind that any leave / mis-punch will be accepted on the 2nd of next month (till 12:00). Once the attendance is prepared no leave / mis-punch will be accepted. It will be marked shown in the attendance.

**On 2nd of next month only for the last date i.e. 30th or 31st will be accepted. Not for the 15th or 16th**

**Note: For Mis-Punch you all have to submit your details biometric attendance.**

Next day of Joining after the leave, you have to submit the leave application.

You may also inform those scholars who have not received the mail.