



# बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि०अनु०आ० अधिनियम १९६६ की धारा ३ के तहत मान्यता प्राप्त विश्वविद्यालय्य | A Deemed to be University u/s 3 of UGC Act, 1956)  
मेसरा, राँची- ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)

Ref.: APO/2024-25/ 50

Date: 11th May 2026

## NOTICE

### Exit Option Application for all 4-Year NEP based Programme

The 6<sup>th</sup> semester students of all 4 Year NEP based programmes desirous to exit from the programme and wish to receive the eligible degree after successful completion of the 6th semester [without any backlog paper(s)] may apply in the prescribed application form for exit from the programme and send the scanned copy of the application form along with copies of all grade cards up to the last completed semester including short semester and make-up examination grade card(s), if any, to the respective departments on or before 5<sup>th</sup> June 2026 (Friday) with a copy to [office.deanap@bitmesra.ac.in](mailto:office.deanap@bitmesra.ac.in)

Management Studies  
Computer Science  
Chemistry

[hod.mgt@bitmesra.ac.in](mailto:hod.mgt@bitmesra.ac.in)  
[hod.cse@bitmesra.ac.in](mailto:hod.cse@bitmesra.ac.in)  
[hod.chm@bitmesra.ac.in](mailto:hod.chm@bitmesra.ac.in)

**Apart from this, students must also apply for exit through the ERP Portal. The steps for applying through the ERP Portal are also attached with this notice.**

Heads of the above-mentioned departments are requested to verify the applications as submitted by the students of their departments and submit the same with comments in hard copy latest by 12<sup>th</sup> June 2026 (Friday) to the office of the undersigned for further necessary action.

Please note that final decision on the exit application shall be taken only after the declaration of results of the end semester examinations of SP 2026 (for concerned 6th semester).

#### Copy To:

1. Concerned HoDs
2. All Deans, Associate Deans, Director-IQAC
3. Registrar, Controller of Examinations
4. Dy. Comptroller, Finance Officer
5. Asst. Registrar (Acad. Prog.), Asst. Registrar (Exam)
6. P.S. to Hon'ble Vice Chancellor
7. File

Dr. Gautam Sarkhel  
Dean (UGS)

प्रो० गौतम सरखेल / Prof. Gautam Sarkhel  
सहायक (स्नातक अध्ययन) / Dean (Undergraduate Studies)  
बिरला प्रौद्योगिकी संस्थान / Birla Institute of Technology  
मेसरा, राँची, झारखण्ड-835215 (भारत)  
Mesra, Ranchi, Jharkhand-835215 (India)



**Application Form for Exit from All 4 Year NEP Based Programme (VIth Semester)**

Date: .....

<b>Name:</b>	<b>Roll No.:</b>
<b>Department:</b>	<b>Session:</b>
<b>Contact No.:</b>	<b>Email ID:</b>

Dear Sir/Madam,

.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature of the Student with Date

**FOR OFFICE USE ONLY**

**Comments of the Concerned Department: Recommended / Not Recommended** (specify reason in either case)

.....  
.....

**Faculty Advisor**  
(Signature with Date)

**Head of the Department**  
(Signature with Date)

**Note:** Application without comments by the forwarding authorities shall not be considered.

**Remark(s) of Academic Programme Office: Eligible / Ineligible for Exit from Integrated M. Sc. Programme**

S. No.	Semester	SGPA	No. of Backlogs (if any)	Cleared All (Yes / No)	Fee Dues (if any)
1.	I				
2.	II				
3.	III				
4.	IV				
5.	V				
6.	VI				

**Comments:**

**Approved / Not Approved:**

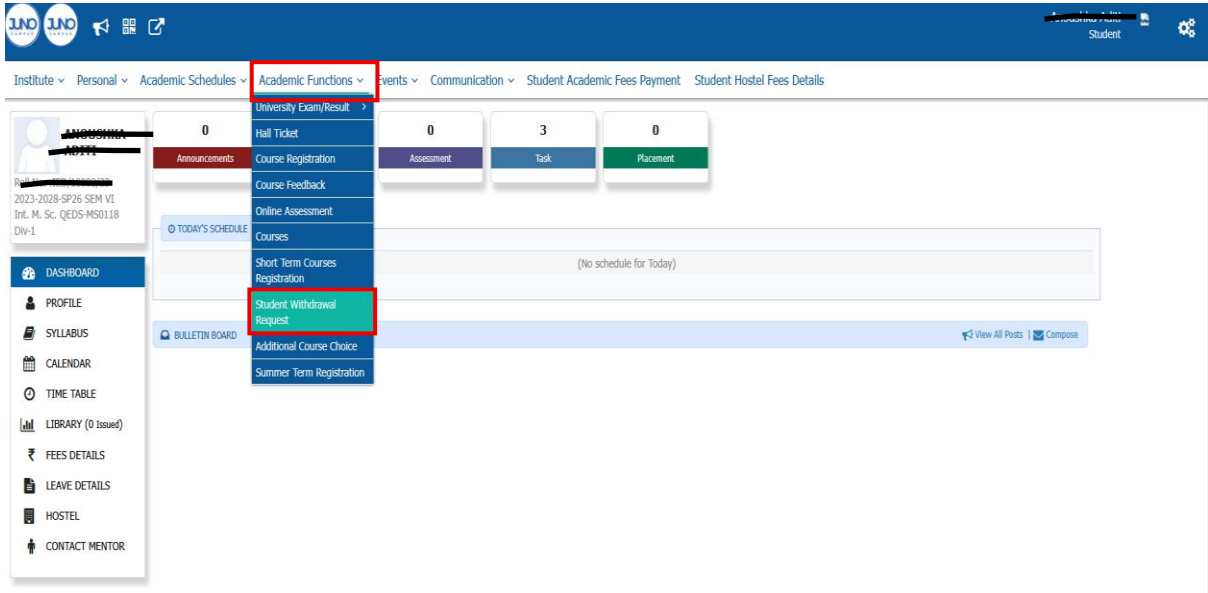
Asst. Registrar (Academic Programme)

Dean (Undergraduate Studies)

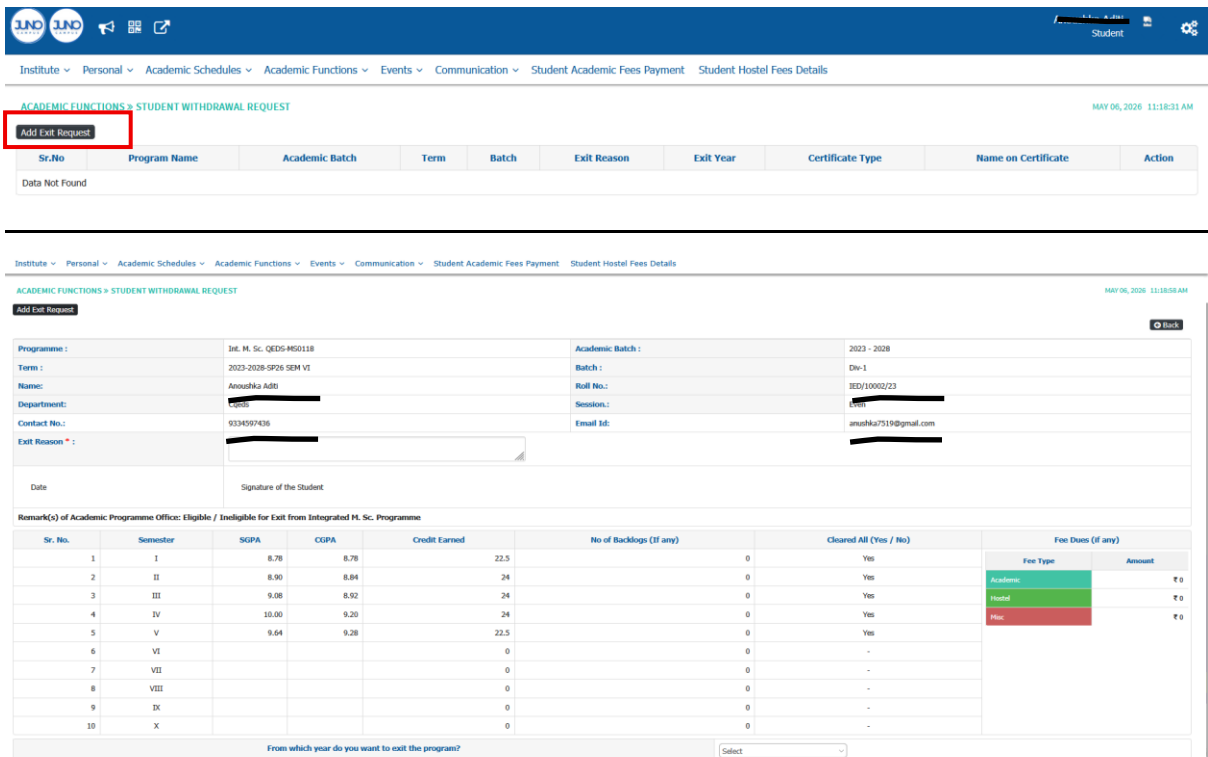
## User Manual for Degree Exit

Student applying degree exit are required to follow the below mentioned steps -

1. After logging in ERP go to Academic function tab and select Student Withdrawal Request from sub menu. Please refer image below -



2. After clicking on Student Withdrawal Request student need to click on **“Add Exit Request”** button as shown in the image below. All the details of your academic records will appear in the page.



- Mention the reason of exit and select the year of exit. After filling all the required details submit the application by clicking on “**Apply for Exit**” button.

ACADEMIC FUNCTIONS > STUDENT WITHDRAWAL REQUEST

10/1/2023 11:47:47 AM

**Exit Request**

Programme:	B.Tech. M. Sc. QES5-MSE118	Academic Batch:	2022 - 2023
Term:	2022-2023-SPIN-SEM-IV	Batch:	2022
Name:	[REDACTED]	Roll No.:	[REDACTED]
Department:	[REDACTED]	Section:	[REDACTED]
Contact No.:	[REDACTED]	Email ID:	[REDACTED]
Exit Reason:	[REDACTED]		

Date: \_\_\_\_\_ Signature of the Student: \_\_\_\_\_

Remarks of Academic Programme Office: Eligible / Ineligible for Exit from Integrated M. Sc. Programme

Sr. No.	Semester	SGPA	CGPA	Credits Earned	No. of Backlogs (If any)	Cleared All (Yes / No)	Fee Dues (If any)
1	I	8.78	8.78	22.5	0	Yes	
2	II	9.00	8.84	24	0	Yes	
3	III	9.28	8.92	24	0	Yes	
4	IV	10.00	9.20	24	0	Yes	
5	V	9.64	9.28	22.5	0	Yes	
6	VI			0	0	-	
7	VII			0	0	-	
8	VIII			0	0	-	
9	IX			0	0	-	
10	X			0	0	-	

From which year do you want to exit the program? [II]

Year	Max CGPA	Achieved CGPA	Eligible	Certificate Name	Name on Certificate
II	9.0	9.20	<input checked="" type="checkbox"/>	Diploma	Diploma in QES5

Year	Max Credit	Achieved Credit	Eligible	Certificate Name	Name on Certificate
II	94.0	94.5	<input checked="" type="checkbox"/>	Diploma	Diploma in QES5

**Apply for Exit**

Thank you