



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि.अनु.आ. अधिनियम १९५६ की धारा ३ के तहत मान्यता प्राप्त विश्वविद्यालय | 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/ 51

Date: 11th May 2026

NOTICE

B. Sc. Exit Option Application for Integrated M. Sc. Students

The 6th semester students of Integrated M.Sc. programmes desirous to exit the programme and wish to receive eligible degree after successful completion of 6th semester [without any backlog paper(s)] of the programme may apply in the prescribed application form for exit from Integrated M. Sc. Programme (attached) and send the scanned copy of application form along with copies of all grade cards upto 5th semester including short semester and make-up examinations grade card(s), if any, to the respective departments on the following email addresses on or before **5th June 2026 (Friday)** with a copy to **office.deanap@bitmesra.ac.in**:

Physics

hod.phy@bitmesra.ac.in

Mathematics

hod.mth@bitmesra.ac.in

Quantitative Economics & Data Sciences

hoc.eds@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 **12th 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).


Dr. Gautam Sarkhel

Dean (UGS)

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

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



Application Form for Exit from Integrated M. Sc. Programme (VI Semester)

Date:

| | |
|---------------------|------------------|
| Name: | Roll No.: |
| Department: | Session: |
| Contact No.: | Email ID: |

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:

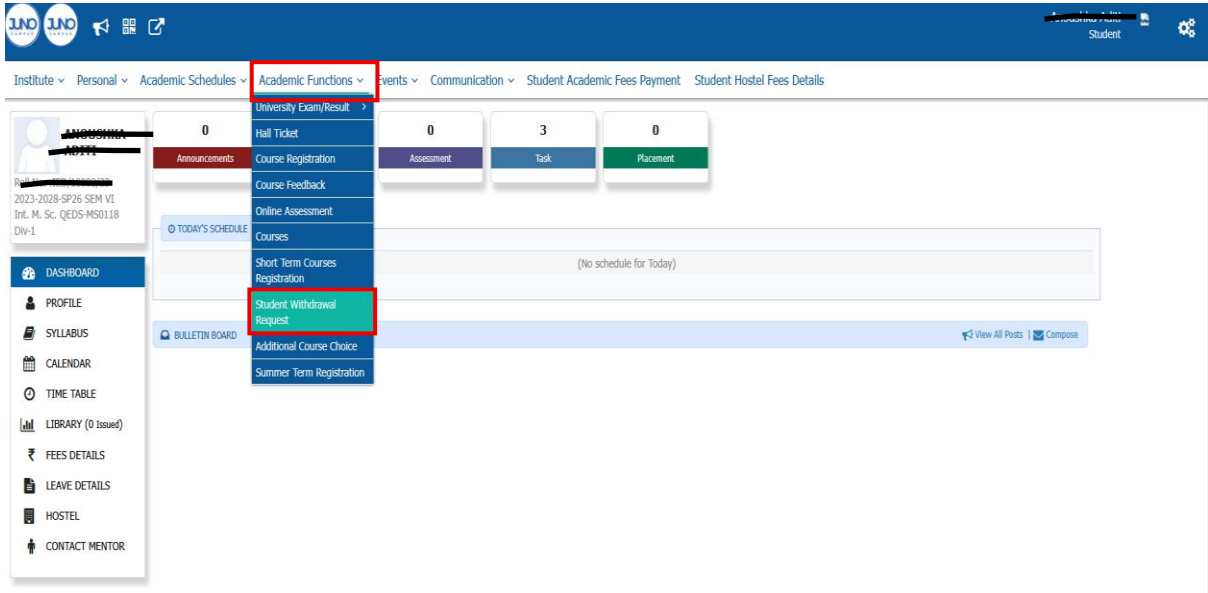
Asst. Registrar (Academic Programme)

Dean (Undergraduate Studies)

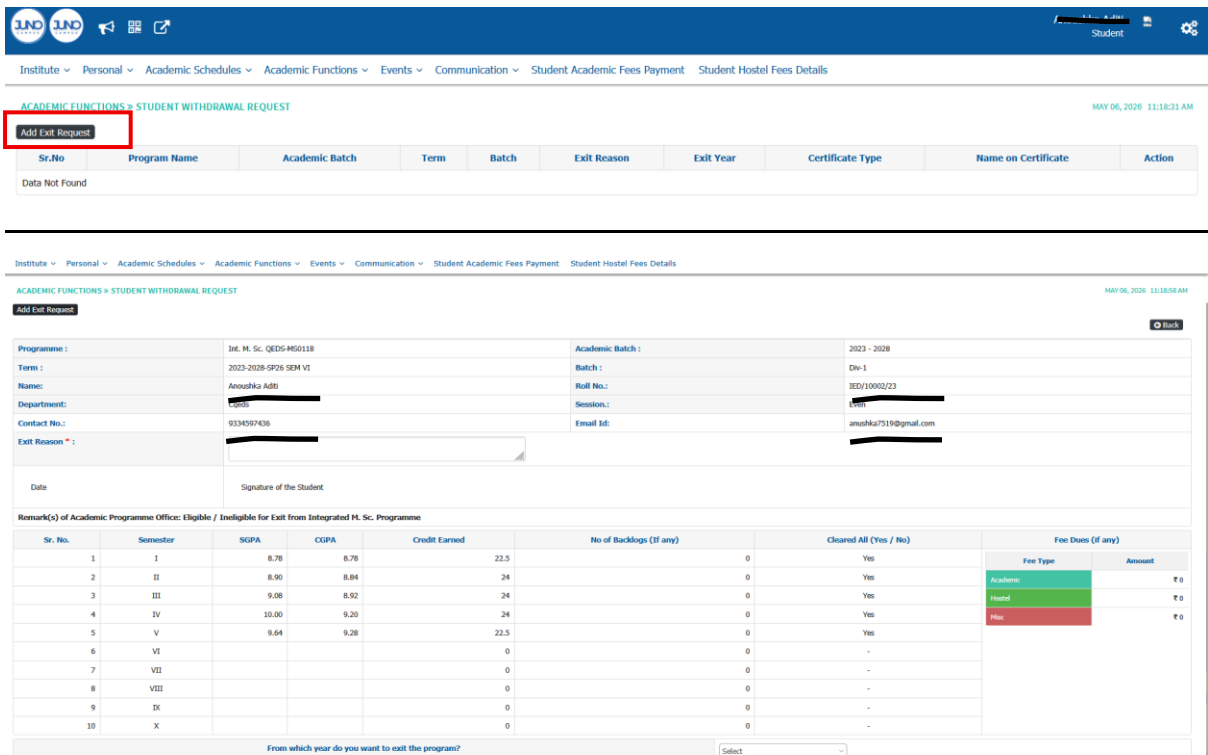
User Manual for Degree Exit

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. Sc. QES5-MS0128 | Academic Batch: | 2022 - 2023 |
| Term: | 2022-2023-SPIN-SEM-IV | Batch: | 2022 - 2023 |
| Name: | [REDACTED] | Roll No.: | [REDACTED] |
| Department: | [REDACTED] | Section: | [REDACTED] |
| Contact No.: | [REDACTED] | Enroll No.: | [REDACTED] |
| Exit Reason: | [REDACTED] | | |

Date: _____ Signature of the Student: _____

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