# BIRLA INSTITUTE OF TECHNOLOGY
## MESRA, RANCHI

Ref.: Dean (AP)/2018-19/150

Date: 12/04/2019

### Kind Attention: All HoDs, BIT Mesra/Directors/Incharge, Off-Campuses

*Sub: - Shortage of attendance of the students for spring 2019 session*

Dear Sir/Madam,

It is notified that students having shortage of attendance (F*) in spring 2019 **shall not appear in the end semester examinations** for that particular paper(s) commencing from 22nd April 2019.

In view of the above, HoDs/Directors/Incharge are requested to send the list of students having shortage of attendance -**F\* (only)** for spring 2019 session in the prescribed format MS excel only and addressed to office.deanap@bitmesra.ac.in followed by the hard copy duly signed by the HoD/Director/Incharge to the office of the undersigned (Semester Programme) strictly as per the schedule mentioned hereunder:

### List of students having shortage of attendance (F*) only – Time Schedule

- ➤ F* list by Faculty to HoD/Director/Incharge      : 16.04.2019
- ➤ HoD/Director/Incharge to Dean (AP)      : 18.04.2019
- ➤ Dean (AP) to CoE      : 19.04.2019

### Mandatory requirement of attendance

a) Ref.: Dap (Sem.)/2016-17/23 dated 22/08/2016

b) Ref.: Dean (AP)/2018-19/74 dated 16/11/2018

Taking cognizance of the consequences of F* students w.r.t. appearance in end semester examinations, HoDs/Directors/In charge shall ensure submission of correct list of F* students as alterations to the list once submitted is not permissible. HoDs /Directors /In-charge of the respective Departments/Off-Campuses shall be solely responsible for the F* list submitted by them

(Dr. Padmini Padmanabhan)
Dean (Academic Programme)

Copy to:

1. All Heads of the Departments/ Directors/Incharge (Off-Campuses) Director , Univ Polytechnic      with a request to display on the Departmental/Office Notice Board.

2. All Deans & Associate Deans - (DSW- with a request to display on the Hostel Notice Board).
3. Controller of Examination.
4. Dy. Comptroller/DFO.
5. Registrar
6. PS to Vice Chancellor

# BIRLA INSTITUTE OF TECHNOLOGY

## MESRA, RANCHI

**DEPARTMENT OF** _____

**CONSOLIDATED LIST OF STUDENTS HAVING SHORTAGE OF ATTENDANCE (SP-2019) - UNDER CBCS / PCI**

| PROGRAMME NAME | SEMESTER | NAME OF THE STUDENT/S | ROLL NO. | SUBJECT / S CODE | SUBJECT / S NAME | TOTAL NO OF CLASSES HELD | TOTAL NO OF CLASSES ATTENDED | % OF ATTENDANCE AS PER ERP |
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**Signature of HOD / DIRECTOR/ INCHARGE**

**Signature of Dean (AP)**

# BIRLA INSTITUTE OF TECHNOLOGY

## MESRA, RANCHI

**DEPARTMENT OF** _____

**CONSOLIDATED LIST OF STUDENTS HAVING SHORTAGE OF ATTENDANCE (SP-2019) - NON CBCS / NON PCI**

| PROGRAMME NAME | SEMESTER | NAME OF THE STUDENT/S | ROLL NO. | SUBJECT / S CODE | SUBJECT / S NAME | TOTAL NO OF CLASSES HELD | TOTAL NO OF CLASSES ATTENDED | % OF ATTENDANCE AS PER ERP |
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**Signature of HOD / DIRECTOR/ INCHARGE**                    **Signature of Dean (AP)**