

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI**

Ref.: DAP/ 2016-17/39

Date: 09/11/2016

To

All Head of the Departments
BIT, Mesra
Ranchi

Dear Sir/Madam,

You are requested to inform all faculty members of your departments to upload the attendance and internal marks of the students (quiz, assignment etc) for their respective subjects to the Institute ERP system for processing of result through ERP. In case of any difficulty, kindly contact the ERP cell.


You are, further, requested to send a hard copy of shortage of attendance report duly signed by the respective teachers and HOD/Incharge to the office of the undersigned by 16th November, 2016.

Thanking you,



(Dr. B. K. Singh)
Dean (Academic Programmes)

Copy to:

1. All Deans
2. Incharge (Students Activity)
3. Registrar
4. P.S. to V.C. 
5. Notice Board
6. File