



BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI

Ref.: Dean (AP)/2017-18/180

Date: 02/01/2018

Attention: All U.G., P.G. and Ph.D. Students

All students are advised to register their papers & take print of the **registration forms** in their respective departments. After taking print, submit the hard copies of the registration forms, duly signed by them and HoD/Advisor **alongwith xerox copy of tuition fee receipt and mess dues clearance receipt** as per the **following schedule** and obtain the registration slip (student's copy) failing which late fine will be charged as already notified vide Notice *Dean-AP/2017-18/174 dated 11.12.2017* and mentioned in the Academic Calendar 2017-2018.

Sl.No.	Students	Venue	Date & Time
1.	1 st & 2 nd Year UG Students	Main Building (Room No.233 A)	03.01.2018 9.00 A.M. – 5.30 P.M.
2.	3 rd , 4 th & 5 th Year UG Students	Main Building (Room No.233 A)	04.01.2018 9.00 A.M. – 5.30 P.M.
3.	All P.G. & Ph.D. Students	Main Building (Room No.233 A)	08.01.2018 9.00 A.M. – 5.30 P.M.

All HoDs are requested to kindly facilitate for the registration and print out of the forms in their Departments.

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2/1/18
Dean (Academic Programme)

Copy to:

1. All Deans - (DSW- with a request to circulate on the Hostel Notice Board).
2. All Heads of the Department
3. Controller of Examinations
4. Registrar
5. Dy. Comptroller/D.F.O./In charge Mess Accounts
6. P.S. to Vice Chancellor
7. File

Amr