



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

वि० अमु० आ० उद्विनियम १९६ की धारा ३ के तहत मन्त्रि विश्वविद्यालय | A Decreed to be University u/s 3 of UGC Act, 1956
मेसरा, राँची- ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896,2276002/2276006 फैक्स/Fax: 0651-2275401/2276052 वेबसाइट/website: www.bitmesra.ac.in

Ref.: APO/2024-25/ 46

Date: 24th January 2025

NOTICE

The students who are **not eligible** for regular registration in the SP 2025 Session as per the Revised Academic Progression Policy Notices (Ref.: APO/2024-25/17A dated 8th August 2024 and APO/2024-25/45 dated 15th January 2025) may follow the below mentioned process:

1. **Register for an Additional Semester in the SP 2025 Session by opting for the backlog courses.**

Contact the respective Semester Offices (Off-Campus) and the Academic Programme Office (Mesra Campus).

The Semester Office Coordinators are requested to forward the request of students in the earlier notified Google Sheet.


2. **Take Temporary Withdrawal from the SP 2025 Session.**

Fill in the Common Application Form for UG Students / PG Students (as the case may be). The same needs to be submitted to the Semester Offices (Off-Campus) and Academic Programme Office (Mesra Campus).

The Semester Office Coordinators are requested to forward the soft copy of the applications with necessary signatures and enclosures to ar.ap@bitmesra.ac.in with the subject: "Temporary Withdrawal – Student Name (Roll No.)"

The students who are **eligible** for regular registration in the SP 2025 Session should contact the respective Semester Offices (Off-Campus) and Academic Programme Office (Mesra Campus) for any difficulty in the registration, waiver of late fine, incorrect fee amount etc. on or before 31st January 2025.

The Semester Office Coordinators may forward the issues after due verification from their end to the Academic Programme office.


Dr. Sanjay Kumar Jha
Dean (UGS)


Dr. Sandeep Singh Solanki
Dean (PGS)

Copy To:

1. HoDs of Academic Departments, Directors' / Incharge Off-Campuses, University Polytechnic
2. All Deans, Associate Deans, Director – IQAC
3. Registrar, Controller of Examinations
4. Dy. Comptroller, Dy. Finance Officer
5. Asst. Registrars' (Acad. Prog., Exam., Stud. Aff.)
6. ERP Implementation Team – for provision of fee payment and registration
7. P.S. to the Hon'ble Vice Chancellor
8. File



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