



बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(वि० अनु० आ० 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)

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

Ref. No. APO/ SoA/2023-24/66

Date: 10 November 2023

To,

All Head of the Departments, BIT Mesra
Directors/Incharge, Off-Campuses

Sub: - Shortage of attendance of the Students for Monsoon 2023 Session.

Dear Sir/Madam,

All HoDs/Directors/Incharge are requested to send the list of students (end semester examination commencing from 21st November 2023) having shortage of attendance -F* (ONLY) for Monsoon 2023 session in the prescribed format (enclosed) **MS Excel only** (Word or PDF not acceptable) at office.deanap@bitmesra.ac.in latest by 17th November 2023 (1.00 P.M) followed by **hard copy duly signed by the HoD/Director/Incharge** to the office of the undersigned

Please submit the list of students **having shortage of attendance (F*) only.**

Dr. Vibha Rani Gupta
Dean (UGS)

Dr. Nisha Gupta
Dean (PGS)

Copy to:

1. All Deans/Associate Deans/Director-IQAC/Registrar/COE/COA
2. Incharge (NSS, NCC, PT & Games and Creative Arts) – *With a request to send the shortage of attendance accordingly.*
3. PS to Vice Chancellor
4. File

Encl.: Format for consolidated list of students having shortage of attendance (MO 2023)

- **Please do not modify the prescribed format by merging the rows/columns in excel sheet.**