Ref.: APO/2022-23/115   Date: 15th May 2023

To
The Heads of the Departments
BIT Mesra, Ranchi

Sub: Submission of Registration-cum-Admit Card for the session SP 2023.

Dear Sir/Madam,

In order to facilitate the **B.Tech, B.Arch, BHMCT and IMSc** 2nd **semester students to appear in the mid semester,** whose **classes** have been commenced on **5th April 2023** and **mid semester examination** shall be commenced on **24th May 2023**, are required to **submit three (03) copies of the Registration-cum-Admit Card to their respective Departments.** HoDs are requested to disseminate the information among the students and advise them to **submit the Registration-cum-Admit Card to the Department immediately.**

The HoDs and Faculty Advisors are requested to check and verify that the registered students have **signed the Registration-cum-Admit Card** and their **photograph** is included on the registration slip as the same is required during examinations and **in absence of the same, students shall not be allowed to appear in the examinations.**

Further, **the HoDs and Faculty Advisors** are requested to **countersign the Registration-cum-Admit Card** and submit the same to the office of the undersigned latest by **18th May 2023** positively.

The official of the undersigned office will sign the **Registration-cum-Admit Card** and **return two copies** of the same to the Department (**one copy each for the student and respective Department**) and will retain one copy in the office of the undersigned.

Note:
Please ensure that students who have opted for course of Extra Curricular Activity (NSS/NCC/PT & Games/Creative Arts) in 1st semester will continue with the same courses till 4th semester and no changes shall be entertained midway.

Dr. Vibha Rani Gupta
Dean (UGS)

Copy to:
1. DoSA – with a request to display on the Hostel Notice Board
2. Deans/Associate Deans/Director-IQAC/Registrar/COE
3. All Faculty Members/Dy. Comptroller/DFO/ARAP
4. PS to the Vice Chancellor
5. Web Master – for uploading notice on the Institute Website.
6. File