

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI**

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*Submission of Document Through Proper Channel.*

It is observed that students and teachers are submitting document without endorsement of the HoD/Director/Incharge, which creates confusion in resolving the issues.

In order to facilitate smooth functioning of the office of the undersigned, it is requested to advise all students and teachers of your Department to furnish any document through proper channel with the endorsement (signature and stamping) of the concerned HoDs, Directors/Incharge Off-campuses.

This is for your necessary compliance.



(Padmini Padmanabhan)  
- Dean (Academic Programmes)

To

1. All Head of the Departments, BIT Mesra, Ranchi
2. Directors/Incharge- BITEC/BITIC

Copy to:

1. Registrar
2. P.S. to the Vice-Chancellor – for his kind information.