



# बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि. अ. अनु. आ. अधिनियम १९५६ की धारा ३ के तहत मान्यता प्राप्त विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)

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Ref.: APO/2022-23/ 78

Date: 01 February 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 students to appear in the mid semester and end semester examinations, all students of UG, PG and PhD Programme {(except 1st Semester B.Tech, B.Arch, B.Pharm, BHMCT, IMSc, M.Tech (EVT), M.Tech-CSE (Cognizant)} whose classes have been commenced on 3 January 2023 and mid semester examination shall be commenced on 20 February 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 7 February 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 1<sup>st</sup> semester will continue with the same courses till 4<sup>th</sup> semester and no changes shall be entertained midway.

Dr. Vibha Rani Gupta  
Dean (UGS)

Dr. Nisha Gupta  
Dean (PGS)

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