

**BIRLA INSTITUTE OF TECHNOLOGY**

**MESRA : RANCHI**

Ref: GO/DR(Acad)/2020-21/408

Date: 10<sup>th</sup> July, 2020

**Advisory for Passing out students**

Students passing out in SP 2020 who may have an urgent requirement for their provisional certificates are directed to obtain permission from the Office of Dean (Student Welfare) to vacate the hostel rooms, clear their dues and collect their final grade cards and provisional certificates. Students unable to do it personally due to genuine reasons may authorize other students/guardians to complete the procedure on their behalf. In this case, the person authorized must carry a letter of authorization duly signed by the concerned student and photocopies of two identity proofs each of himself/herself and the concerned student.

It is mandatory to obtain permission from the Office of Dean (Student Welfare) before coming to the Institute. Students are advised to clear their dues (in enclosed format) and surrender their Institute Identity Card at the Student Section Office for receiving final grade card/provisional certificates.

Final grade card/provisional certificate, if unavailable at the time of student's visit to the campus, may be sent by post after the completion of 'no dues' formalities by the student. This may be noted that there may be postal delay due to COVID-19 pandemic.

The offices/sections from which No Dues Clearance must be obtained are divided into Category 1 and Category 2 (as given in the Annexure – I). Students may note the procedure of getting clearance from the below table:

	Category 1	Category 2
Regular Students	To be completed physically by student/authorized person from the concerned offices	List of students having their <b>NO DUES cleared</b> from the concerned sections/offices shall be displayed on the Institute website. Only students having <b>DUES</b> are required to get this cleared physically
Backlog Students	To be completed physically by student/authorized person from the concerned offices (for BOTH categories)	

The above has approval of competent authority.

*Rohit K. M.*  
Deputy Registrar (Academic)  
Birla Institute of Technology  
Mesra, Ranchi-835215  
Jharkhand

Copy to:

1. All Deans/ HoDs
2. Controller of Examination
3. Registrar
4. Deputy Finance Officer
5. Asst. Registrar (Student Affairs)
6. Library
7. Webmaster – with a request to display on the Institute website
8. PS to Vice Chancellor
9. File

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA : RANCHI**

**FOR THE USE OF PASSING OUT STUDENTS OF 2020 ONLY**

Information to be completed by the student before leaving the Institute after Final Examination for obtaining the provisional Certificate from the Institute and Original Degree Certificate in the ensuing Convocation. The correct name with the correct spelling must be written clearly.

**BIO-DATA FOR CONVOCATION PURPOSE**

1. Full Name in English Ms./Mr.....  
(as per Matriculation Certificate in Block Letter)
2. Full Name in Hindi.....  
(Foreign student should consult with his/her Counselor for Hindi name)
3. Father's Name.....
4. Date and Month of Admission.....
5. Date of Birth.....
6. Name of Course and Branch.....
7. Email address:.....
8. Please Write Yes, if you belong to any one or more of the following categories:-  
a) SC..... b).ST..... c) OBC..... D) SF..... e) NRI..... f) ICCR.....

This information has been filled in Own handwriting and the entries made are correct.

Date.....

(Students are required to fill up their respective forms in their own handwriting. No one else should sign in place of the student concerned)

Signature.....

Name.....

Roll No.....

**NO DUES CERTIFICATE**

**Category 1**

1. Mess Dues \_\_\_\_\_
2. Hostel Clerk \_\_\_\_\_
3. Hostel Supdts. \_\_\_\_\_
4. Head of Dept. \_\_\_\_\_
5. Library Dues \_\_\_\_\_
6. UG/PG Project:  
a) Guide \_\_\_\_\_  
b) Head of Dept. \_\_\_\_\_

**Category 2 – (for office use)**

1. College Dues \_\_\_\_\_
2. Training and Placement \_\_\_\_\_
3. Games/Sports \_\_\_\_\_
4. NCC Dues \_\_\_\_\_
5. UG/PG Project:  
a) Dean (A.P.) Office \_\_\_\_\_

(Under 'Category 2' sections, **regular** students are required to take clearance signature in person only if as per that section, they have dues)

**Permanent Address  
(Block Letter)**

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Pin Code.....

Ph. No.....

**Communication Address  
(Block Letter)**

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Pin Code.....

Ph. No.....