



BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI

Ref.: Dean (AP)/2019-20/64 *

Date: 26/11/2019

Kind Attention: All HoDs, BIT Mesra/Directors/Incharge, Off-Campuses

Sub: - Shortage of attendance of the students(UG 1st semester) for monsoon 2019 session

Dear Sir/Madam,

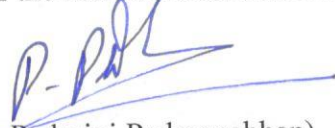
It is notified that students having shortage of attendance in monsoon 2019 shall not appear in the end semester examinations for that particular paper(s) commencing from 2nd December, 2019.

In view of the above, HoDs/Directors/Incharge are requested to send the list of students having shortage of attendance -**F* (only)** for monsoon 2019 session in the prescribed format (enclosed) **MS excel only** (Word or PDF not acceptable) at office.deanap@bitmesra.ac.in followed by the hard copy duly signed by the HoD/Director/Incharge to the office of the undersigned (Semester Programme) strictly as per the schedule mentioned hereunder:

List of students having shortage of attendance (F*) only

- | | |
|---|--------------|
| ➤ F* list by Faculty to HoD/Director/Incharge | : 28.11.2019 |
| ➤ HoD/Director/Incharge to Dean (AP) | : 29.11.2019 |
| ➤ Dean (AP) to CoE | : 01.12.2019 |

Please ensure submission of students list having shortage of attendance only. In case any student does not fall under F* and name sent by the HoDs/Directors/Incharge concerned and student could appear in the exam shall be the sole responsibility of the HoDs/Directors/Incharge of the respective Departments/Off-Campuses.


(Dr. Padmini Padmanabhan)
Dean (Academic Programme)

Copy to:

1. All Deans/Associate Deans
2. All Heads of the Departments/Directors/Incharge Off- Campuses/Director-
3. Controller of Examination.
4. Director-IQAC
5. Registrar
6. PS to Vice Chancellor
7. File

Encl.: Format for consolidated list of students having shortage of attendance (MO - 2019)

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