

**BIRLA INSTITUTE OF TECHNOLOGY
MESRA: RANCHI**

GO/SS/2016-17/478

Date 22.04.2016

NOTICE

It is hereby notified that henceforth, all E-mail related to student matters as below, has to be communicated to studentsection@bitmesra.ac.in only.

- (i) Verification of degree certificate/mark sheet issued by the Institute.
- (ii) Attestation of degree certificate/mark sheet issued by the Institute.
- (iii) Degree in absentia (for past convocation).
- (iv) Duplicate degree certificate.
- (v) Duplicate provisional certificate.
- (vi) Letter regarding Medium of instruction of all courses.
- (vii) Duplicate T.C./Migration certificate.
- (viii) Bonafide certificate.
- (ix) Any other related matter to the above items.

Any communication related to convocation matter has to be communicated & replied from convocation@bitmesra.ac.in as & when the convocation will be scheduled.

Henceforth no E-mail in this regard should be communicated to and replied from registrar@bitmesra.ac.in on the above student matters.

This is for information of all concerned.

By order of the Registrar

Assistant Registrar (Student Section)

Copy to:

- (1) Registrar for information
- (2) Student Section for information
- (3) Webmaster – to upload the same in Institute's website
- (4) P. S. to V.C. for information
- (5) All Notice Boards