Student Information Book

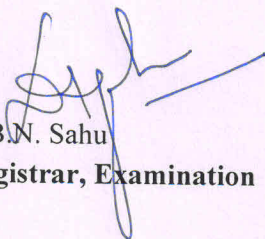## EXAMINATION SECTION

BIRLA INSTITUTE OF TECHNOLOGY, MESRA
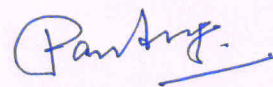
RANCHI-835215, JHARKHAND

Website: www.bitmesra.ac.in

Phone: 0651-2275138 (Extn-4483)

This book contains the various relevant information related to student grievances. Students are advised to follow the guidelines during the addressal of grievances. Further, the e-media copy of "Student Information Book" are available in web portal of examination section.

B.N. Sahu
Assistant Registrar, Examination

Dr. J.P. Pandey
Controller of Examination

Contents

A. How to reach the examination section of BIT Mesra in internet?

Open the Website: www.bitmesra.ac.in and Click on "Examination" Tab Or

Click on the direct web link of examination section as under.

https://www.bitmesra.ac.in/Show_Other_Department?cid=1&deptid=258

Please go through the "IMPORTANT LINKS" for necessary information.

Important Email IDs

Email IDs	Grievances
transcript.coe@bitmesra.ac.in	Transcript
examinationoffice@bitmesra.ac.in	Any kind of queries or grievances (i.e. marks, scrutiny, grade cards etc.)
coe@bitmesra.ac.in	Special queries

Postal Address

Examination Section
Birla Institute of Technology
Mesra, Ranchi-835215, Jharkhand, India
Email: examinationoffice@bitmesra.ac.in

Telephone

Contact No: (0651-2275138) Ext-4483

Grievance 01 : Any Grievances/Applications		
Applicant can address their grievances/application to examination section through **BITM/ES-01:** (Common Application Form). Please note that the common application form should not be used for applying for transcript, scrutiny, appearing the examination in dispensary, duplicate grade card, person with bench mark disabilities etc. However, an applicant shall use the Common Application Form for addressing the grievance like name correction in grade cards, transcripts and certificates. Also they may address any other grievances which is not listed below.		

Grievance 02: Appearing the Examination in Dispensary		
If the candidate is unfit to appear the examination in examination hall / suffering with infectious disease, then the candidate need to fill the application form for appearing the examination in dispensary **BITM/ES-02:** (Application Form for Appearing the Examination in Dispensary) and submit it to examination section at least one day before of examination date through Head, BIT Dispensary. In exceptional cases, the candidate may contact the examination section for special arrangement.		

Grievance 03: Procedural Guidelines for Scrutiny		
Step 01	:	Please fill in the application form **BITM/ES-03:** (Application Form for Scrutiny) and submit it to Examination Section/Examination Section of respective centers. The applicant must apply within 10 days from the date of publications of the results through concerned Head of Department/In-Charge/Director. No application shall be entertained after the stipulated period.
Step 02	:	Clearly mention the papers to which scrutiny of answer script is sought and annex the required supporting documents, if any as mentioned in application form.
Step 03	:	Pay the requisite fee. Fee for scrutiny is ₹ 100.00 per paper.
Step 04	:	**Duration for Processing:** The scrutiny result shall be published in the website/notice board of examination section within 15 days from the last date of receiving of Application. Marks awarded after scrutiny shall be retained as the final marks.

Grievance 04: Procedural Guidelines for Transcript		
Step 01	:	Please fill in the application form **BITM/ES-04:** (Application Form for Transcript) and submit it to Examination Section.
Step 02	:	Clearly mention the required number of transcripts (Ex. one pair, two pair etc.), mode of collection (i.e. Request-I or Request-II) and annex the required supporting documents, if any as mentioned in application form.
Step 03	:	Pay the requisite fee. a) ₹ 500 per pair transcript for sending it within India or collecting personally. b) ₹ 500 per pair for transcript and additional ₹ 2000 for sending it to abroad.

Step 04	:	**Duration for Processing:** Normal required time for the issue of transcripts shall be at least 07 working days (excluding postal) from the date of receiving of application at examination section. Hence, the applicant may apply for transcript in advance, in accordance with this.

Grievance 05: Procedural Guidelines for Obtaining the Duplicate Grade Cards

Step-01	:	Please fill in the application form **BITM/ES-05**: (Application Form for Duplicate Grade Cards) and submit it to Examination Section.
Step-02	:	Clearly mention the name of semesters for which duplicate grade card is required, mode of collection (i.e. Request-I or Request-II) and annex the required supporting documents, if any as mentioned in application form.
Step-03	:	Pay the requisite fee. a) ₹ 1000 per duplicate grade card for sending it within India or collecting personally. b) ₹ 1000 per duplicate grade card and additional ₹ 2000 for sending it to abroad.
Step-04	:	**Duration for Processing:** Normal required time for the issue of duplicate grade cards shall be at least 07 working days (excluding postal) from the date of receiving of application at examination section.

Grievance 06: Procedural Guidelines for Course Completion Certificate

Course Completion Certificate shall be issued if the provisional certificate/final grade card of the candidate is yet to be issued by the Institute and the same is demanded by any organization/Institute for higher studies/employment etc.

Step-01	:	Please fill in the application form **BITM/ES-06:** (Application Form for Course Completion Certificate) and submit it to Examination Section.
Step-02	:	Clearly mention the required information in the application form, mode of collection (i.e. Request-I or Request-II) and annex the required supporting documents, if any as mentioned in application form.
Step-03	:	Pay the requisite fee. a) ₹ 500 for sending it within India or collecting personally. b) ₹ 500 and additional ₹ 2000 for sending it to abroad.
Step-04	:	**Duration for Processing:** Normal required time for the issue of course completion certificate shall be at least 07 working days (excluding postal) from the date of receiving of application at examination section.

Grievance 07: Application Form for Alternative Arrangement for Clashing of Exam Dates

In case of clashing of examination, the candidate need to fill the **BITM/ES-07:** (Application Form for Alternative Arrangement for Clashing of Examination, immediately (within maximum 3 days) after the display of examination schedule and submit it to the examination section/ examination section of extension centers.

Grievance 08: Procedural Guidelines Conducting the Examination for Person with Benchmark Disabilities
BIT guidelines for conducting the written examination for persons with benchmark disabilities shall be followed strictly. The guidelines are available in the Examination Section of Institute website. The person with benchmark disabilities are required to inform the examination section through **BITM/ES-01:** (Common Application Form).

Grievance 09: Procedural Guidelines for Name Correction in Grade Cards, Transcript and requirement of any other miscellaneous documents/certificates
Student can address such problems through **BITM/ES-01:** (Common Application Form). The fee and supportive documents requirement for all such cases shall be decided by the official of examination section. If the fee is required, it shall be applicable as under. The requirement of supporting documents may depend on the merit and requirement of the case.   *Note: In case of correction in degree certificate or name changes in grade cards, transcript (i.e. change/addition/omission in surname, middle name etc.), the candidate may refer to Student Section.*   *Fee for Name Correction in Grade Card, Transcript*   a)   Fees for name correction depend on the merit of the cases. Student are advised to visit examination section before paying the fee. Usually same fee as applicable for duplicate grade cards and transcript respectively.   *Fee for any other miscellaneous documents*   a)   ₹ 500 per document/certificates for sending within India or collecting personally   b)   ₹ 500 per document/certificates and additional ₹ 2000 for sending it to abroad.

Grievance 10: Unfair Means Reporting Form
No candidate shall use unfair means or indulge in disorderly conduct in examination hall. If a candidate found using unfair means or involved in disorderly conduct or disturbance in examination hall then the invigilator will record the statement of candidate as well as the observation of invigilators **BITM/EE-01:** (UFM Reporting Form) and submit it to examination section. The examination section shall refer it to Examination Committee for decision. The examination committee after consideration of the case can award the punishment. The decision shall be documented at examination section and notified by the office of Registrar, if required.

B. Information related to Examination		
Type of Session/Semester	:	Monsoon, Spring, Summer
Type of Examination	:	Mid Semester, End Semester, Short Semester, Backlog
Schedule	:	Scheduling is usually based on no clashing formula. It is usually uploaded in examination section website well before the start of examination.
Seating Arrangement	:	The seating arrangement is usually based on matrix algorithm. Examination section also maintain the necessary distance among the candidate horizontally/vertically/

		longitudinally/diagonally. The algorithm may varies as per the requirements and type of examination. It is prominently displayed by the examination section to guide the student to their respective hall. Also it is uploaded in examination section website well before the examination.
Timing	:	The students are required to be present outside the examination hall at least 15 minutes before the start of the examination. Students will only be allowed to enter the examination hall 10 minutes prior to commencing the examination. No student should be allowed to enter the examination hall/ room later than 20 minutes after the commencement of examination. Students are not permitted to leave the examination hall during the last 10 minutes. They must tie their supplementary sheets (i.e graph paper, drawing sheet etc.) before 05 minutes of the end of examination time.
Identity/Documents Check-up	:	Students will not be allowed to write the examination without presenting an appropriate photo identity card, issued by the Institute along with the registration slip, admit card (If issued). However, If a student forget his/her institute identity card, any other authorized photo identity card may be accepted subject to verification by the concerned invigilators.
Breaks	:	Candidates are not allowed to go out of the examination hall/room during the first 30 minutes and last 10 minutes of the exam. In case a candidate has to necessarily go to the toilet/rest room, the candidate should be thoroughly checked before going and while coming back. Candidates are not allowed to take the question papers or answer books with them, while going outside.
Question Paper and Answer Sheets	:	The invigilator shall distributes the question papers & answer sheets among students 05 minutes before the start of examination.
Personal Belongings	:	Candidates are required to keep their personal belonging such as bags/mobiles/electronic gadgets (except regular scientific calculator) etc. outside the examination hall
Unfair Means		Candidates are strictly prohibited to talk with each other during the examination. **Carrying or using of mobile phone/ any smart electronic gadgets (except regular scientific calculator) are strictly prohibited inside the examination hall as it comes under the category of UFM**. Any type of material used in UFM will be seized and submitted to examination section. However, mobile phone/smart electronic gadgets will be seized in examination hall and return back to the candidates by the invigilators at the end of examination. Smuggling of answer scripts may leads to serious punishment. The final decision on UFM and all such offences are usually taken by the Examination Committee.
Miscellaneous	:	Student should bring their own pen, pencils, erasers, regular scientific calculator etc. The student must ensure before they leave the examination hall that they have signed in the attendance sheet and correctness of student information in answer books. While

	leaving the examination hall the students should not hang around to discuss the paper. As there may be other examinations still in progress, quietly leave the building to ensure that you do not disturb them.

C. Information related C.G.P.A to Percentage Conversion and Medium of Examination

This is to certify that the Institute follows grading pattern in examination and the conversion formula for C.G.P.A into percentage is as under.

Mark in percentage= 10 * C.G.P.A

The medium of examination is English language. The student/organization may use this document at their own discretion.

D. Information related to Submission of Ph.D. Thesis (Related to Evaluation Process Only)

1- A Ph.D. scholar shall submit 03 CDs only. Each CD will contain the following documents.

(Total No of Files in a CD: 07)

a) **Thesis (In both word and pdf format)   Total: 02 Files**

The complete thesis must be composed in one single file. Chapter-wise discrete thesis file shall not be considered for evaluation.

b) **Synopsis (In both word and pdf format)   Total: 02 Files**

c) **Compliance Report, if any (In both word and pdf format)   Total: 02 Files**

d) **Plagiarism Report (In pdf format)   Total: 01 File**

2- The files should be named as under.

a) Thesis - (Name of Ph.D. Scholar) for both pdf and word file

b) Synopsis - (Name of Ph.D. Scholar) for both pdf and word file

c) Compliance Report - (Name of Ph.D. Scholar) for both pdf and word file

d) Plagiarism Report - (Name of Ph.D. Scholar) for pdf file

Example: (abc as Name of Ph.D. Scholar)

a) Thesis-abc (pdf file)

Thesis-abc (word file)

b) Synopsis-abc (pdf file)

Synopsis-abc (word file)

c) Compliance-abc (pdf file)

Compliance-abc (word file)

d) Plagiarism Report-abc (pdf file)
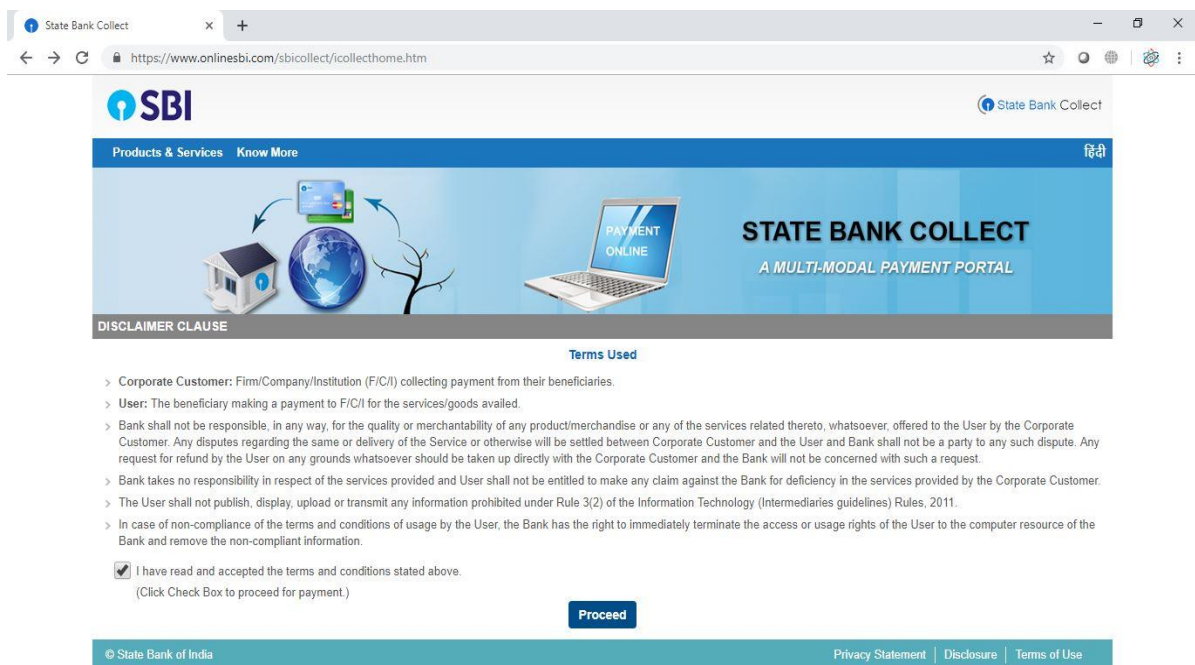
3- The size of the single file (i.e. thesis or synopsis or compliance report or plagiarism report) should not exceed 10 M.B. It must be compressed before the submission of thesis. The maximum file size for a CD shall be 70 M.B. only.

4- The candidate should write the title of thesis, name, roll number, center name (IN CAPITAL LETTER ONLY) on the CD by using a black/blue CD marker only. No other information and other colour CD marker are acceptable. It will promote uniformity.

E. Available mode of payment option for fee payment

The applicant can pay the requisite fee in any of the available modes as under.

Mode 01: Online SBI Collect (Preferable)

i)   Click on the Link
       https://www.onlinesbi.com/sbicollect/icollecthome.htm

ii)   Click the Check Box to proceed for payment
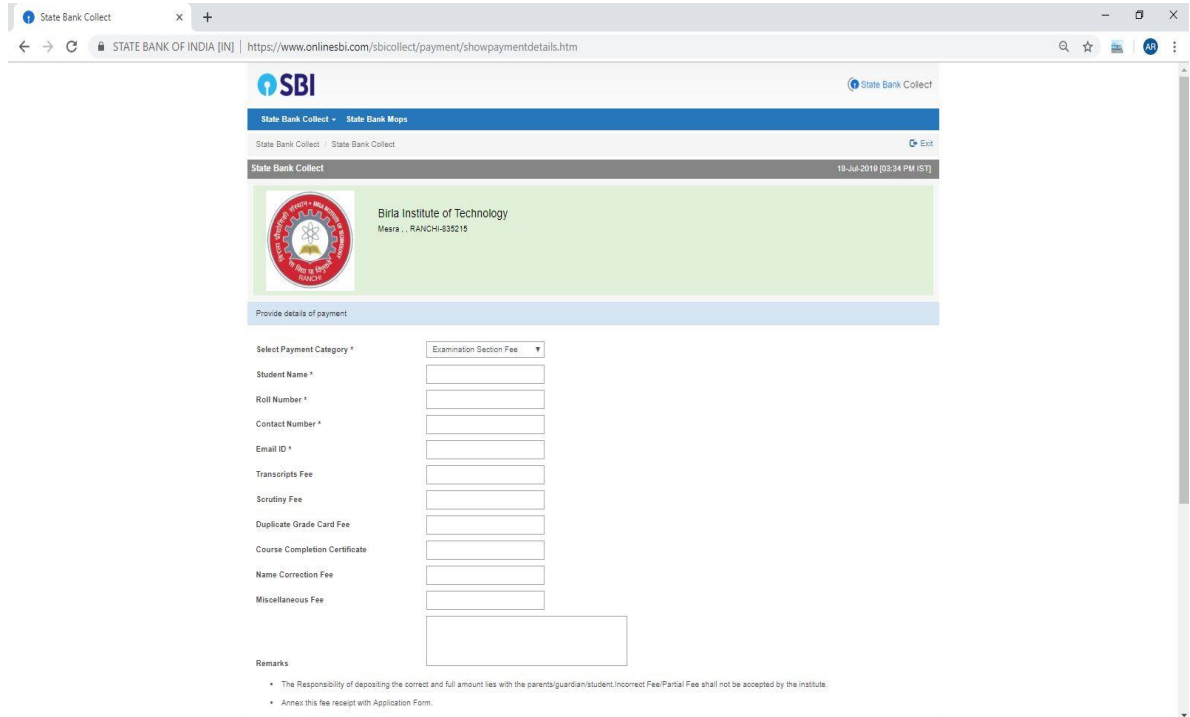
iii)   Select Jharkhand as State of Corporate / Institution, Educational Institutions as Type of Corporate/Institution and click on Go button.

iv)   Select Birla Institute of Technology as Educational Institutions Name and click on Submit button.

v)   Select Examination Section Fee as Payment Category. Provide the details of payment and submit. A reference number along with the payment e-receipt shall be generated. You may submit the hard copy of payment proof in case of "by hand" submission. Else, you may email the soft copy to the concerned section through email.

Mode 02: Institute Account Office (Preferable)
In cash mode.

Mode 03: Demand Draft *(Least preferable option)*
Drawn in favour of "BIRLA INSTITUTE OF TECHNOLOGY" payable at Ranchi

In case of any payment related issues, you may contact the Account Section of the Institute.