

# BITS PILANI - PILANI CAMPUS

## APPLICATION FOR SCRUTINY OF GRADE IN ONE COURSE

(To be filled in duplicate)

Date: \_\_\_\_\_

The Deputy Registrar  
BITS Pilani - Pilani Campus  
**Pilani (Rajasthan) - 333 031, India**

Sir,

I request for scrutiny of my grade/report in Course No. \_\_\_\_\_. The necessary details are given below:

1. Name: \_\_\_\_\_ 2. ID No. \_\_\_\_\_
3. Course No. \_\_\_\_\_
4. Course Title: \_\_\_\_\_
5. Semester/Term in which the course was taken: I/II Semester/Summer Term, 20\_\_ - \_\_
6. Name of the Instructor-in-charge: \_\_\_\_\_
7. Grade/Report awarded \_\_\_\_\_
8. Specific reasons for requesting scrutiny of the grade/report:  
(Use separate sheet if extra space is necessary)

The prescribed fee of Rs. 100 or US \$ 5 is being remitted through RTGS UTR No./Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ payable to BITS, Pilani  
Issued by \_\_\_\_\_ drawn on \_\_\_\_\_  
/has been deposited in cash with the Institute vide cash receipt No. \_\_\_\_\_ dated attached.\*

Address to which communication  
should be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of the student)

### **INSTRUCTIONS:**

1. This application has to be submitted in duplicate.
2. Application for scrutiny should be submitted within 45 days from the last date of the Comprehensive Examination of the Semester/Term.
3. If scrutiny of the grade/report is sought in more than one course, separate application forms for each course have to be used.
4. The details of charges, mode of payment etc. for scrutiny of grade/report in one course are given overleaf.

\*Strike out the portion which is not applicable.

**P.T.O.**

## CHARGES

The following charges are applicable for **scrutiny of grade in one course**:

<b>Charges for India (Rs.)</b>	<b>Request from Abroad (US\$)</b>	<b>International students (US\$)</b>
100	5	5

### **MODE OF PAYMENT: Any one of the following:**

1. The charges can be paid through RTGS, as per details given below:

Beneficiary Name :	Birla Institute of Technology & Science, Pilani
IFSC CODE No.	SBIN0031398
Account	CURRENT ACCOUNT
Bank Account No.	<b>51089600245</b>
Bank	State Bank of India
Branch :	SBI, Pilani
City	PILANI

2. The charges can be paid through Demand Draft in favour of BITS, Pilani. The Demand Draft should be drawn on any of the following banks and payable at Pilani.

- 1) UCO Bank, Pilani (Code: 0150)
- 2) State Bank of India, Pilani (Code: 11309)
- 3) ICICI Bank, Pilani (Code: 1538)
- 4) State Bank of Bikaner & Jaipur, Pilani (Code:01398)

3. Cash payment can also be made in the Accounts and Finance Section, BITS Pilani - Pilani Campus.

### **MAILING ADDRESS AND CONTACT INFORMATION**

**Request along with correct payments should be sent to:**

THE DEPUTY REGISTRAR BITS  
PILANI - PILANI CAMPUS  
PILANI – 333031, RAJASTHAN, INDIA

**E-mail: [dyregistrar@pilani.bits-pilani.ac.in](mailto:dyregistrar@pilani.bits-pilani.ac.in)**

**Phone: +91-1596-255336, 242192**

**Fax : +91-1596-244183**