

8.0. WITHDRAWAL FROM THE PROGRAMME:

8.1. Temporary Withdrawal:

- a) A student who has been admitted to a post graduate degree programme of the college may be permitted to withdraw temporarily, for a period which is an integral multiple of a semester on the grounds of prolonged illness or grave calamity in the family or employment etc., provided that:
- (i) The student applies to the College within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her parent/guardian.
 - (ii) The College is satisfied that, even after counting the expected period of withdrawal, the student has the possibility to complete his/her requirements of the degree within the time limits specified by the University.
 - (iii) There are no outstanding dues or demands, with the Department/ College/ Hostel/Library, etc.,
 - (iv) The tuition fees for all the subsequent semesters may be collected in advance based upon the severity of the case, before giving approval for such Temporary Withdrawal, until such time his/her name appears in the student's roll list. However, the fees/charges once paid would not be refunded.
 - (v) Scholarship holders are bound by the appropriate rules applicable to them.
 - (vi) The decision of the Principal of the College regarding withdrawal of a student is final and binding.
- b) Normally, a student would be permitted to avail of the temporary withdrawal facility as a special case only once during his/her tenure as a

- student and this withdrawal period shall also be counted for computing the duration of study as specified by the University.
- c) If the student has withdrawn from a programme for reasons of employment, when he / she rejoins the programme, he/ she should obtain necessary permission from his/her employer for rejoining. This permission letter has to be submitted at the time of rejoining.

8.2. Permanent Withdrawal:

Any student who withdraws admission before the closing date of admission for the academic session is eligible for the refund of the deposits only. Fees once paid will not be refunded.

Once the admission for the year is closed, the following conditions govern withdrawal of admissions:

- a) A student who wants to leave the College for good, will be permitted to do so (and take Transfer Certificate from the College, if needed), only after remitting the tuition fees as applicable for all the remaining semesters and clearing all other dues if any.
- b) Those students who have received any scholarship, stipend or other forms of assistance from the College shall repay all such amounts.
- c) The decision of the Principal of the College regarding withdrawal of a student is final and binding