

# INDIAN INSTITUTE OF TECHNOLOGY DELHI

ACADEMIC & EXAMINATION SECTION (UNDERGRADUATE STUDIES)

## APPLICATION FOR SEMESTER WITHDRAWAL

1. Name : \_\_\_\_\_ 2. Entry No.: \_\_\_\_\_

3. Programme: \_\_\_\_\_ 4. Deptt.: \_\_\_\_\_

5. Hostel: \_\_\_\_\_

6. Request for semester withdrawal from \_\_\_\_\_ Semester of Session \_\_\_\_\_  
If any semester withdrawal is taken, pls give details

7. Period of Continuous absence from \_\_\_\_\_ to \_\_\_\_\_, number of  
teaching days absent \_\_\_\_\_

### Reasons for absence:-

(a) Medical reasons (attach medical certificate) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medical certificate is from (circle one): IIT Medical Officer/ Govt./ State Hospital/  
Dispensary/ Private practitioner:

(b) Other reasons (give details) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Other absence from \_\_\_\_\_ to \_\_\_\_\_; number of teaching days  
absent \_\_\_\_\_

Name of Student \_\_\_\_\_ Signature of Student \_\_\_\_\_

Phone No. \_\_\_\_\_

Name of Parent/ Guardian \_\_\_\_\_ Ph. No. \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_

### AFTER COMPLETING THIS APPLICATION AND BEFORE THE START OF THE MAJOR TESTS:

- UG students should submit this form to the Head of Department of the Student's programme.
- PG students should submit this form to Chairperson DRC/CRC/PEC of the Student's programme.

**PART B: Recommendation by Head of Department OR Chairperson DRC/CRC/PEC**

Application has been made before the start of the Major Test (Circle one): Yes / No

The student's request has been examined.

Semester withdrawal from \_\_\_\_\_ Semester of Session \_\_\_\_\_ is  
Recommended / Not Recommended

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

Signature of Head of Department \_\_\_\_\_  
/Chairperson DRC/CRC/PEC

FORWARDED TO: DEAN UGS/ DEAN PGS&R FOR APPROVAL

**PART C: Approval by Dean, UGS/ Dean PGS&R**

Semester withdrawal from \_\_\_\_\_ Semester of Session \_\_\_\_\_ is  
Approved / Not Approved

Date:

Signature of Dean, UGS/ Dean PGS&R

**PART D: For action by UG/ PG Section**

Notification No. \_\_\_\_\_ dt. \_\_\_\_\_

Information entered into the system on \_\_\_\_\_ by \_\_\_\_\_