**Request for Resumption of Studies**

***(After Suspension of Registration Due to Prolonged Absence)***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of student:** | |  |  | | | | | | | | | |
| **Regn No:** | |  |  | |  | **Class:** | | | |  | |  |
| **Class to Join:** | |  |  | |  | **Sem to Join:** | | | |  | |  |
| **Date of Admission:** | |  |  | |  | **Date of Absence:** | | | |  | |  |
| **Time Left: (Total duration of UG – 07 yrs, MS – 04 yrs)** | | | | |  | |  | | |  | |  |
| **Updated Progress:** | |  |  | | | | | | | | | |
|  | |  |  |  | |  | | | |  |  | | |
| **Sign of Student:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Sign of Mgr ACB***(Date of Absence is verified)*  ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | | | |  | **DCE:**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |

It is verified that student has sufficient time to complete degree requirements within prescribed time limit starting from date of original/first admission and request of the student is recommended/not recommended.

**Supervisor/Program Coordinator**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Recommended/Not Recommended**

**Sign of S/HoD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**It is verified that student has deposited the dues for resumption of studies as per policy**

*(Only in case request of the student is recommended by the S/HoD).*

**Sign of Accts Offr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Approved/Not Approved**

**Sign of Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note:**

**a. Upon resumption of studies students will pay prevailing admission fee and 50% tuition fee for the period of absence.**

**b. After re-admission, studies of the student will be governed by the rules applicable to the entry he/she joins.**

**c. Suspension of registration due to prolonged absence is permissible only once throughout the academic program.**