



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
शैक्षणिक अनुभाग /Academic Section

Student Resignation Form

For Student's Use:

Name		
Roll No.		
Program		
Discipline/School		
Date of Admission		
Proposed Date of Resignation/Withdrawal		
Reason of Resignation/Withdrawal		
Supporting documents (For example, in case of Job (attach offer letter)		
Contract Details	Mobile No.	
	Address for correspondence	

Signature of the Student with date

Comments by Faculty Advisor/Supervisor/PG Co-ordinator:

Signature of Faculty Advisor/Supervisor

Signature of PG Co-ordinator

Recommended / Not Recommended

Signature of HOS/HOD

For Academic Office use:

1. Based on the recommendation received from the Faculty Advisor/Supervisor and HoS/HoD, the resignation submitted by Mr./Ms. _____, bearing Roll Number _____, may be approved **w.e.f.** _____.
2. Further, as per practice, an amount of ₹_____/ - towards _____ may be refunded, subject to the submission of the **No Dues Certificate** from the concerned Departments/Schools/Sections by the student/scholar. The refund will be made to the bank details provided by the student.
3. As per the guidelines, the student is required to pay **₹1,000/-** (Rupees one thousand only) towards the **processing fee**.
4. Other Comments: _____.

Submitted for approval.

Signature of the Dealing Assistant / JS/SO

Assistant Registrar (PG&RP)

Recommended / Not Recommended

Dean (PG&RP)

Approved / Not Approved

Director