



Student Resignation Form for PG & RP Programme

For Student's Use:

Name	
Roll No.	
Program	
Discipline/School	
Date of Admission	
In case of Research Scholar	Name of Supervisor
	Name of Research Area
	Grades in courses done at IIT Bhubaneswar (enclose grade card)
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