



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

APPLICATION FOR
TEMPORARY WITHDRAWAL / NON RESIDENT FORM

Name & Roll No.		
Program (M.Tech/M.Sc./Others (Please Specify))		
School		
Discipline		
Category (Institute/ Sponsored / Project/ others)		
Date of enrollment/admission		
Semester completed up to with CGPA till date		Semester Completed _____ CGPA _____
Purpose of Temporary Withdrawal (Please attached supporting document like job offer letter/prescription etc...)		On Medical Issue ☐ On Job Offer ☐
Date of proposed relieving on Temporary withdrawal		
In case of non-resident in order to join in service by the Sponsored student (Please attach NOC)		Yes _____ No _____
Contract Details	Address for correspondence	
	Mobile No.	

Declaration:

1. I, Ms./Mr. _____, hereby declare that I have successfully completed the full coursework requirements (theory/laboratory/seminar/workshop/comprehensive examination and viva-voce, etc.) with a CGPA of _____, without any failure.
2. I, further undertake to complete the thesis/project work, submit the thesis, and appear for the final viva-voce within a period of five years (05) from the date of my admission.
3. I will pay the applicable fees during temporary withdrawal as prescribed by the Institute from time to time.

List of Enclosure: (Please tick the applicable option)

Sl. No.	Document	Tick
1	Job offer letter	
2	Semester performance report generated from EIMS.	
3	Permission letter from employing organisation (Annexure 1) (in case of Sponsored student)	
4	Medical prescription along with copy of reports (in case of temporary withdrawal on medical ground)	
5	Endorsement letter (Annexure – 2) (in case of medical ground)	

Date:

(Signature of Student)

Place :

(To be filled by School)

Temporary withdrawal in case of job ground: ☐

1. The student has completed the full course work theory/ laboratory/ seminar/ workshop/ comprehensive viva-voce etc. with a CGPA _____ and no failure.
2. He/She has also fulfilled the minimum residential requirement.
3. Adequate research facilities are available to carry out the research work in his/her parent Organization/Institution/Place of working (in case of Sponsored student).

The student may be/may not be permitted to submit thesis from outside.

Temporary withdrawal in case of medical ground: ☐

1. He/She may be permitted on temporary withdrawal for a period of _____ semester.
2. The student applies to the Institute within 15 days of commencement of the semester i.e. on _____ or from the date of last attended the classes i.e. on _____.

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

1. He /She had completed up to _____ Semester.
2. Particulars given above are hereby endorsed. The Scholar/student has signed in my presence.
3. It is recommended / not recommended for his /her temporary withdrawal.
4. Other comments (if any): _____

(Name & Signature of Supervisor / Faculty Advisor/PG Coordinator)

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 Temporary Withdrawal submitted by Mr./Ms. _____, bearing Roll Number _____, may be approved w.e.f. _____ in order to _____ as per the following regulation:

In case of Job Ground:

1. As per the 54th senate, the student can be permitted to submit the thesis with a **minimum gap of six months** from the date of temporary withdrawal.
2. The student must complete all the degree requirements within **five years** from the date of admission to the programme, including the period of temporary withdrawal.
3. The student is required to pay the applicable tuition fees and other charges for semester registration during the temporary withdrawal period as prescribed by the Institute from time to time.

In case of Medical Ground:

1. As per the 54th senate, the student may re-join on submission of medical fitness certificate, followed by approval by the Institute Medical Committee.
2. The student must complete all the degree requirements within **five years** from the date of admission to the programme, including the period of temporary withdrawal.
3. The student required to pay tuition fee and other fees for the current semester registration when the student rejoins the program.
4. The student who opt Temporary withdrawal **on medical ground** shall be granted only one time during the program.
5. The student shall submit no dues certificate in case of **medical ground**.

Other Comments (if any): _____.

Submitted for approval.

Signature of the Dealing Assistant / JS/SO

Assistant Registrar (PG&RP)

Approved / Not Approved

Dean (PG&RP)

To be filled in institute letter head

Date: _____

Permission letter

Mr./Ms. _____, presently employed as _____ at
_____ (organization name), is hereby permitted to the followings:

1. To carry out the thesis/project work at IIT Bhubaneswar ☐ OR
2. To rejoin the Institute at a later date to pursue the project on a full-time basis, as the required facilities for execution of the project are not available in our organization. ☐

NB: Tick in the appropriate box.

Signature of Head of the Organization

Name: _____

Date: _____

Contact No.: _____

ENDORSEMENT FORM (PARENT/GUARDIAN)

I, Mr./Mrs. _____, father/mother/guardian of Mr./Ms. _____, Roll No. _____, studying _____ (name of the programme), hereby endorse that my ward may be permitted to take **temporary withdrawal** for a period of **one semester** due to _____ (reason), on account of prolonged illness/acute family problem.

The supporting document(s) in this regard are enclosed herewith.

Signature of Parent/Guardian

Name: _____

Relationship with student: _____

Date: _____

Contact No.: _____

Mail Id: _____