



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101
West Godavari District, Andhra Pradesh, India

REQUEST FOR TEMPORARY WITHDRAWAL FROM ACADEMIC PROGRAM

1.	Name of the Student	:	
2.	Roll Number & Reg Number	:	&
3.	Department	:	
4.	Program	:	BTech / MTech / PhD
5.			

Reasons for request:

I request for temporary withdrawal from the above program w.e.f. Date _____ for this _____ semester _____ AY. (Please specify reason, attach with supporting documents and endorsement of the parent/guardian.)

Date: _____ **Signature of the student** _____ **Signature of the parent** _____

6. **Remarks by the Institute Medical Officer.** (after examining the medical reports)

Date: _____ **Medical Officer** _____

7. **Remarks from the department.** (Please comment on whether the student can continue to the next semester, considering the prerequisites for the upcoming term.)

Class Coordinator _____ **Head of the Dept.,** _____

Note: After the signature of the Dean, the original form is to be kept in the personal file of the student in the Academic Section. A photocopy / scanned electronic copy is to be sent to the student, the Head of the department for information & the exam section for award of “W” grade.



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8. **Admission section remarks:**

The student has paid the tuition and other essential fees/charges for the _____ semester _____ AY, and his/her name is on the Roll list.

JA/JS, Admission section.

Admission Officer

9. **Hostel Office:**

There are no outstanding dues against him/her or demands from him/her.

SA/JS, Hostel Office.

Chief Warden

10. **Library:**

There are no outstanding dues against him/her or demands from him/her.

JA/Supt, Library.

Asst., Librarian/ Librarian

11. **Academic Section Remarks,**

The student may be permitted for temporary withdrawal from the program for _____ semester _____ AY.

The student should report for enrolment in _____ AY _____ semester.

JA/JS, Academics

Supdt./AR/DR Academics

12. **Recommended**

Approved/ Not Approved.

Assoc Dean, Academic

Dean, Academics

Copy To,

The Exam section (SEMA) for award of 'W' grade (if approved).

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