

Standard Operating Procedure (SOP) for Withdrawal from a Programme

A student studying at Sharda University may withdraw from a programme of study in conformity with terms and conditions which are laid down in the 'Guidelines for Refund of Fees and other Student Centric issues' of Sharda University. This SOP lays down the process that a student/concerned school have to follow in order to conclude the withdrawal process of a student from a programme of study.

Procedure

1. A student, who wishes to withdraw from a programme, must submit the completely filled Application Form (Annexure-1B), an affidavit (Annexure-2B) signed by the student and parent and the No-Dues Form (Annexure-ND), to the concerned Administrative Office of the School.
2. Upon receipt of the application form, the respective Administrative Office will verify the information provided in the application form against the records, and will process only if there are no pending dues against the student and the details furnished, are in order.
3. The application form duly verified by the Administrative Office shall be forwarded to the Dean of the School and then to the Controller of Examination (COE) office. The COE office will verify the student's results (cleared and backlog) and issue the necessary grade-card/transcript(s).
4. Once the authorization and the grade-card/transcript are given by the COE, the application will be forwarded to the Director, Admissions and subsequently submitted to the Registrar for final approval.
5. In cases of non-reporting of student to the School despite being contacted by the mentor, year co-ordinator, HoD/ Dean Office for enrollment to the next semester or any other discrepancy/deviation, the student will be communicated through email by the Administrative Office of the School and still if no communication from student is received the withdrawal request by the School as per Annexure-3B shall be processed. The filled form duly scrutinized by the school Admin will be signed by concerned Head of Department and verified by the School's Dean. Once the complete information is received, the Dean of Academic Affairs will review the request and make a decision accordingly. If, the student is recommended for withdrawal by the Dean of Academic Affairs then the form duly vetted by the Dean, Academic Affairs would be put up to the Registrar for approval.
6. On receipt of approval, the Director, Admissions will arrange to update the status of the student in the People-soft (ERP) and the Administrative Office of the School will notify it to the student.

Enclosures:

- Annexure-1B(Application Form for Withdrawal)
- Annexure-2B(Affidavit)
- Annexure-ND(No Dues Form)
- Annexure-3B (Form for withdrawal of non- reporting students)

APPLICATION FORM FOR WITHDRAWAL OF ADMISSION

Name of the student in CAPITAL Letter (as per the University Record)	:	
System ID	:	
Roll number	:	
Enrolment No.	:	
Particulars of the Program of study and supporting document		
Name of the Program of study	:	
Name of the School	:	
Name of the Department	:	
Duration of the Program	:	
Year of Admission	:	
Current CGPA	:	
Copy of the Statement of Grades/ Transcript	:	Self-attested copy attached - Yes/ No
No Dues Form	:	Already Submitted / Not submitted / Attached
Personal Particulars of the student		
Student's e-mail ID	:	
Father's Name	:	
Mother's Name	:	
Date of Birth	:	
Nationality	:	
Permanent Address	:	 <hr/> <hr/>
State	:	
Pin Code	:	
Reason for Withdrawal (In case withdrawal from the Program)	:	

DECLARATION BY THE STUDENT

I solemnly declare that the information provided above is true and correct in all aspects. I have not concealed any information. I understand that if any of the information provided here is found to be incorrect or untrue, I shall be held responsible for the actions taken by the University.

Date: _____

Place: _____

Signature of the student

CLEARANCE CERTIFICATES
(FOR OFFICE USE ONLY)

Withdrawal of student Mr./ Ms. _____ System ID _____ Year _____ Semester _____ Programme _____ School _____	
The particulars mentioned by the candidate are true and correct. Student has already submitted the 'No Dues' form. The details entered in the above form have been verified from the records and sign it as correct.	Signature of Asst. Registrar/ Admin Officer Date:
<p style="text-align: center;">VERIFIED BY THE DEAN OF THE SCHOOL</p> There is nothing on record that would justify withholding his/her withdrawal.	Signature of the Dean of School Date: Seal:
<p style="text-align: center;">DECLARATION BY DEAN, ACADEMIC AFFAIRS</p> There is nothing on record in the office of Dean Academic Affairs that would justify withholding the withdrawal of the candidate.	Signature of the Dean, Academic Affairs Date: Seal:
<p style="text-align: center;">CLEARANCE AND DECLARATION BY CONTROLLER OF EXAMINATION</p> The information provided by the candidate are true. There is nothing on record that would justify withholding his/her withdrawal. The necessary documents are being released.	Signature of the Controller of Examinations Date: Seal:
<p style="text-align: center;">CLEARANCE BY DIRECTOR, ADMISSIONS</p> The information provided by the candidate are true. There is nothing on record that would justify withholding his/her withdrawal.	Signature of the Director, Admissions Date: Seal:
<p style="text-align: center;">APPROVAL BY THE REGISTRAR</p> Withdrawal of the above student is approved	Signature of the Registrar Date: Seal:
CLOSURE BY THE ADMINISTRATIVE OFFICE OF THE SCHOOL	
Student's name has been withdrawn with effect from (date) _____ on PeopleSoft system which has been verified by me and Student Name _____ has been struck off from the rolls.	
Signature of Asst. Registrar/ Admin Officer	

AFFIDAVIT FOR WITHDRAWAL FROM THE PROGRAMME

This is to certify that I, (Name of the student) bearing Enrolment No./ System ID. _____ and Roll No. _____, S/o, D/o _____ is a student of (Name of the School) _____ of Department _____ Programme _____ Due to _____ reasons, I am applying for WITHDRAWAL from the above-mentioned programme.

Signature of the student

I am aware of the statement made by my son/daughter (Name of the student) above, and we have no objections to him/her withdrawing from the programme of Sharda University.

Signature of the Parent

Name of the Parent:

Contact Number of the parent:

No Dues Form

(To be filled by the Student)

01	Name of Student (in Capital Letters)				
02	System ID		Roll No.		Enrolment No.
03	Student Contact No.			Student email ID	
04	Father's Name			Father's Contact No.	
05	Mother's Name			Father's email ID	
06	Year of Admission			Name of the Program	
07	Name of the School			Name of the Department	
08	Permanent Address				

Signature of the Student

Sl. No.	Name of Department	Name & Signature of the In-charge	Seal of the Dept.	Remarks
1.	Central Library			
2.	School/Department Library (Wherever applicable)			
3.	DSW Office			
4.	Hostel Administrative Office (If applicable)			
5.	International Relations Division (for International students only)			
6.	Placement Cell			
7.	Alumni Cell			
8.	School Examination Cell			
9.	Mentor			
10	HOD (to check for any item/equipment issued from Lab/Department)			
11.	Dean of the School			
12.	Accounts Office			

FOR OFFICE USE ONLY

Verification: According to the records available, the facts stated above are CORRECT/INACCURATE. Remarks, if any: _____ _____ Date: _____ Admin Head of the School	Date of Receipt of Application: _____ Certificate Reference No*: _____ Date of the issuance: _____ <div style="text-align: right;">Admin Head of the School</div> *PDC/MC/Degree/Withdrawal
---	---

FORM FOR WITHDRAWAL OF NON REPORTING STUDENT
(FOR OFFICE USE ONLY)

TO BE FILLED BY THE ADMINISTRATIVE SECTION OF THE SCHOOL

S.No.	Particulars	Details	
1	Name of the Student in CAPITAL Letters (as per University Records)		
2	System ID		
3	Roll Number		
4	Enrolment Number		
5	Withdrawal request cover letter mentioning the details of student like name, system ID, programme, branch, reason of withdrawal, etc.	Attachment No. _____	
6	GPA earned in the previous semester	Grade card attachment No.:	
7	Attendance record of the previous semester	%	
8	Total fees paid until the time of withdrawal	Rs. / \$:	
9	Total fees pending at the time of withdrawal	Rs. / \$:	
10	In case of non-reporting, number of times student and his/ her parents have been contacted with the proof	Student	No.:
		Parents	No.:
		Proof	
		Student	Attachment No.
		Parents	Attachment No.
11	In case student was regular in 1 st semester, the number of times student has been contacted at mentor/year coordinator/HoD/Dean (office) level for enrollment in the second semester	No.:	
12	Attach the proof of all correspondence at mentor/year coordinator/HoD/Dean (office) level made to the student regarding enrollment in the second semester	No. of correspondence	
		Attachment No.:	
13	The number of letters sent by post to the student and his/her parents for whom withdrawal approval is required	Student	No.:
		Parents	No.:
14	Any other point (if any)	-	

The details entered in the above form have been verified from the records and sign it as correct.

Date: _____

 (Head of Department)
 School

 (Asst. Registrar/ Admin Officer)
 Signature & Seal

CLEARANCE CERTIFICATES
(FOR OFFICE USE ONLY)

Withdrawal of student Mr./ Ms. _____ System ID _____ Year _____ Semester _____ Programme _____ School _____	
The particulars mentioned by the candidate are true and correct. Student has already submitted the 'No Dues' form. The details entered in the above form have been verified from the records and sign it as correct.	Signature of Asst. Registrar/ Admin Officer Date: _____
<p style="text-align: center;">VERIFIED BY THE DEAN OF THE SCHOOL</p> There is nothing on record that would justify withholding his/her withdrawal.	Signature of the Dean of School Date: _____ Seal: _____
<p style="text-align: center;">DECLARATION BY DEAN, ACADEMIC AFFAIRS</p> There is nothing on record in the office of Dean Academic Affairs that would justify withholding the withdrawal of the candidate.	Signature of the Dean, Academic Affairs Date: _____ Seal: _____
<p style="text-align: center;">CLEARANCE AND DECLARATION BY CONTROLLER OF EXAMINATION</p> The information provided by the candidate are true. There is nothing on record that would justify withholding his/her withdrawal. The necessary documents are being released.	Signature of the Controller of Examinations Date: _____ Seal: _____
<p style="text-align: center;">CLEARANCE BY DIRECTOR, ADMISSIONS</p> The information provided by the candidate are true. There is nothing on record that would justify withholding his/her withdrawal.	Signature of the Director, Admissions Date: _____ Seal: _____
<p style="text-align: center;">APPROVAL BY THE REGISTRAR</p> Withdrawal of the above student is approved	Signature of the Registrar Date: _____ Seal: _____
CLOSURE BY THE ADMINISTRATIVE OFFICE OF THE SCHOOL	
Student's name has been withdrawn with effect from (date) _____ on PeopleSoft system which has been verified by me and Student Name _____ has been struck off from the rolls.	
Signature of Asst. Registrar/ Admin Officer	