

Standard Operating Procedure (SOP) for Withdrawal from a Programme

A student studying at Sharda University can withdraw from the programme of study with terms and conditions as laid down in the 'Guidelines for Refund of Fees and other Student Centric issues' of Sharda University (SU). This SOP is regarding the process that a student and school concerned, have to follow in order to conclude the withdrawal process.

Procedure

- 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.
- 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. In case of any discrepancy/deviation, the student will be communicated through email by the Administrative Office of the School.
- 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).
- 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.
- On approval, the Director, Admissions will arrange to update the status of the student in the Peoplesoft ERP and the Administrative Office of the School will notify the student.

Enclosures:

- Annexure-1B (Application Form for Withdrawal)
- Annexure-2B (Affidavit)
- Annexure-ND (No Dues Form)

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)

<p style="text-align: center;">VERIFICATION BY THE ADMINISTRATIVE OFFICE OF THE SCHOOL</p> <p>The particulars mentioned by the candidate are true and correct. Student has already submitted the "No Dues" form.</p> <p>Date_____ Signature & Seal</p>	<p style="text-align: center;">CLEARANCE BY THE DEAN</p> <p>There is nothing on record that would justify withholding his/her Withdrawal.</p> <p>Date_____ Signature of the Dean & Seal</p>
<p style="text-align: center;">CLEARANCE AND DECLARATION BY CONTROLLER OF EXAMINATION</p> <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.</p> <p>Date_____ Signature of the COE and Seal</p>	
<p style="text-align: center;">CLEARANCE BY DIRECTOR, ADMISSIONS</p> <p>The information provided by the candidate are true. There is nothing on record that would justify withholding his/her withdrawal.</p> <p>Date_____ Signature of the Director, Admissions and Seal</p>	
<p style="text-align: center;">APPROVAL BY THE REGISTRAR</p> <p>There is nothing on record that would justify withholding his/her withdrawal.</p> <p>Date_____ Signature of the Registrar and Seal</p>	
<p style="text-align: center;">CLOSURE BY THE ADMINISTRATIVE OFFICE OF THE SCHOOL</p> <p>Student's name has been struck off from the rolls with effect from (date)_____</p>	

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 personal 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

Contact Number of the parent:

Complete Name 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: _____ <p style="text-align: right;">Admin Head of the School</p> *PDC/MC/Degree/Withdrawal
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