



# Sree Gokulam Medical College & Research Foundation

(A Unit of Foundation of Non-Resident Indians)

Approved by National Medical Commission, Affiliated to Kerala University of Health Sciences

Accredited by NABH & NABL

Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram

Policy Number: *SGMC/ Acad. Pol/ 051/2020*

Category: General


Content: Withdrawal policy

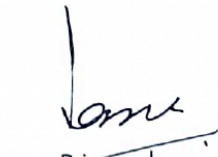
Effective Date: *01.08.2020*

Inquiries: Office of the Principal,  
Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram  
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Signed by:

  
Director

  
Dean Emeritus

  
Principal





## Withdrawal Policy

### Statement of Purpose

The policy elaborates on the procedure of withdrawal from the course enrolled.

### Policy

The students wishing to discontinue from the course due to any reason, shall follow the procedure to complete the process of withdrawal from the course.

### Procedure:

- a. He/she shall inform the University regarding the decision of withdrawal and obtain permission from the University for the same.
- b. He /she shall inform the decision to the office of Principal simultaneously.
- c. He/she shall shall apply and obtain the letter of Withdrawal from the Course from the office of the Principal by submitting the following documents:
  - a. Letter of permission from the University for the request of withdrawal from the course.
  - b. Receipts for paying the balance fees and dues.
  - c. No-dues certificate from Accountant, College Office.
  - d. No-dues certificate from the In-charge Officer, Accounts Department
  - e. No objection Certificate from the Library
  - f. No objection certificate from the Hostel (Men's or Ladies)
  - g. No-dues certificate from the College and Hospital Canteens
  - h. No-dues certificate from the Student Store
  - i. No-dues certificate from the Main Store
  - j. No objection certificate from the Deputy Superintendent



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- k. No objection certificate from the Administrative Officer / Superintendent

He/she shall forfeit all the rights to use the college resources once the student withdraws from the college.

## Applies to:

All the students and the concerned offices of the Institution.

Prepared by	Reviewed by	Approved by
Dr Mamata Chimmalgi Professor of Anatomy, IQAC Coordinator	Dr P Chandramohan Dean	Dr K K Manojan Director
Policy Number	Effective Date	Validity
SGMC/Acad.Pol/051/2020	01.08.2020	5 years