

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,
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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 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
 - 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.