

Pondicherry Engineering College, Puducherry
Academic Section

REF: PEC/ACAD/

Date:

Application for Temporary Break from Studies

1. Name of the Student :
2. Enrollment No :
3. Programme : B.Tech./M.Tech./M.C.A./M.Sc./M.Phil
4. Branch/Specialization :
5. Department :
6. Academic Year and Semester in which temporary break is requested :
7. Duration of Temporary Break requested From : To :
8. Reason for temporary Break :
(attach proof if any)

Signature of the Parent / Guardian**Date:****Signature of the Student****Date:**

* The student shall enclose necessary No-Due Certificate (No Dues from Hostel / Library)

Recommended and Forwarded

Signature of the Faculty Advisor**Date:****Signature of the HoD****Date:**

FOR OFFICE USE

Received the Application	The Application is verified and found to be in order
Date: Receipt Section	Date: Dealing Assistant (Academic)
The student is permitted to take temporary break from studies. He / She shall rejoin the programme at the commencement of _____ Semester in the Academic Year _____	
Assistant Registrar (Academics)	Dean (Academics)
PRINCIPAL	
Date:	
Submitted to Coordinator IIS Kindly update the student Enrolment List	Returned to Assistant Registrar (Academics) Student List is Updated
Date: Assistant Registrar (Academics)	Date: Coordinator IIS
Copy to:	
i) The Head of the Department for information and file	
ii) The Student	