

Pondicherry Engineering College, Puducherry
Academic Section

REF: PEC/ACAD/

Date:

Application for Permanent Discontinuance 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 permanent discontinuance is requested :
7. Date on which student proposes to leave the college :
8. Reason for permanent discontinuance :

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

* The student shall enclose necessary No-Due Certificate and Surrender the ID Card

Recommended and Forwarded

Signature of the Faculty Advisor**Signature of the HoD****Date:****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 discontinue the Programme permanently with effect from _____. He / She shall be issued the Transfer Certificate. Other original certificates of the student that are in the possession of the college shall be returned.	
Assistant Registrar (Academics)	Dean (Academics)
PRINCIPAL	
Date:	
<u>Submitted to Coordinator IIS</u> Kindly update the student Enrolment List	<u>Returned to Assistant Registrar (Academics)</u> Student List is Updated
Date: Assistant Registrar (Academics)	Date: Coordinator IIS
<u>Acknowledgement of Receipt of Certificates:</u> I have received the 'Transfer Certificate' and all my original certificates that were kept in the college.	
Signature of the Student with Date	
<u>Copy to:</u> The Head of the Department for information and file	