Lingaya's Vidyapeeth, Faridabad

(Approved under section 3 of UGC Act. 1956)

Ref. No. LV/Acad./2020/3003   30th September 2020

Notice for Subject Withdrawal

Students of Final Year 2020 passing out batch, who have not done subject withdrawal earlier and are interested to do so are hereby informed that they can fill-up the subject withdrawal form application and submit to their concerned Head of the Department, who will examine, consolidate and send the applications to the Examination Section. The forms will be available in the Academics Section w.e.f 30th September 2020. The last date of submission of the form to the Exam. cell through HOD is 7th October 2020. **The prescribed fee for withdrawal is Rs. 1000/- per subject, which is to be deposited in the Accounts Section before submitting the form to the HOD.**

Students can withdraw maximum Credits as per follows-

Course Name	Maximum percentage of Credits that can be withdrawn
B.Tech/ I.B.Tech/ Diploma (Engg.)/ BCA/ B.Arch/ BJMC/ BBA/ B.Sc./ B.A/ B.Com/ BMI	**5% of total Credits as per the scheme**

NOTE:

1. *No Withdrawal is allowed for Post Graduate courses.*
2. *It shall be responsibility of the student to earn the minimum credits required to earn a Degree, failing which the Degree shall not be awarded.*

Prof. (Dr.) Vishwajeet V. Jituri
Dean (Academics)

To: - All Departmental Student Notice Boards, University's Website

C/c: -
1. Accounts, Library
2. All Deans/ HOD's - Kindly put a copy on the Departmental notice board
3. Office of the Hon'ble Chancellor/ Vice-Chancellor/ Registrar/ C.O.E/ Deans - For your kind information pl.
4. Extension Courses Division - for information
5. Office of the Director LLDIMS for information & N/a

> Paste a current photograph for pasting on the Diploma / Degree certificate

__Request Application for withdrawal of Grade__

1. Roll No.   :- ....

2. Student Name   :- ....

3. Father Name   :- .... 4. Course Name:- ....

5 Session   :- .... 6. Semester   :- ....

7 Aadhar No.   :- .... (Please enclosed a copy of Aadhar card)

8. Subjects to be withdrawn

Sl. No.	Subject Code	Subject Name	Semester	Credits

(Student: - Must enclosed, copies of all previous Grade Cards / Mark-sheets for n/a)

Signature of Student:..   Date:- ....

Fee Receipt No. .... Dated:- .... for Rs. ..../- @ Rs. 1000/- per subject is enclosed (original)

Forwarded by HOD of the Department   :- ....

(HOD, kindly check clearance from Accounts Section & Eligibility for withdrawal of subjects as per Grade Cards/ Mark-sheets)

To: -   The Controller of Examinations, for n/a

__Student can withdraw maximum credits as per follows:-__

Course name:- B.Tech/ I.B.Tech /Diploma (Engg) /   5% of total credits
BCA/B.Arch/BJMC/BBA/B.Sc./B.A/B.Com/BMI   as per scheme

Note:-   1. No withdrawal is allowed for post graduate courses
2. It shall be the responsibility of the student to earn the minimum credits required to earn a degree else the degree shall not be awarded.