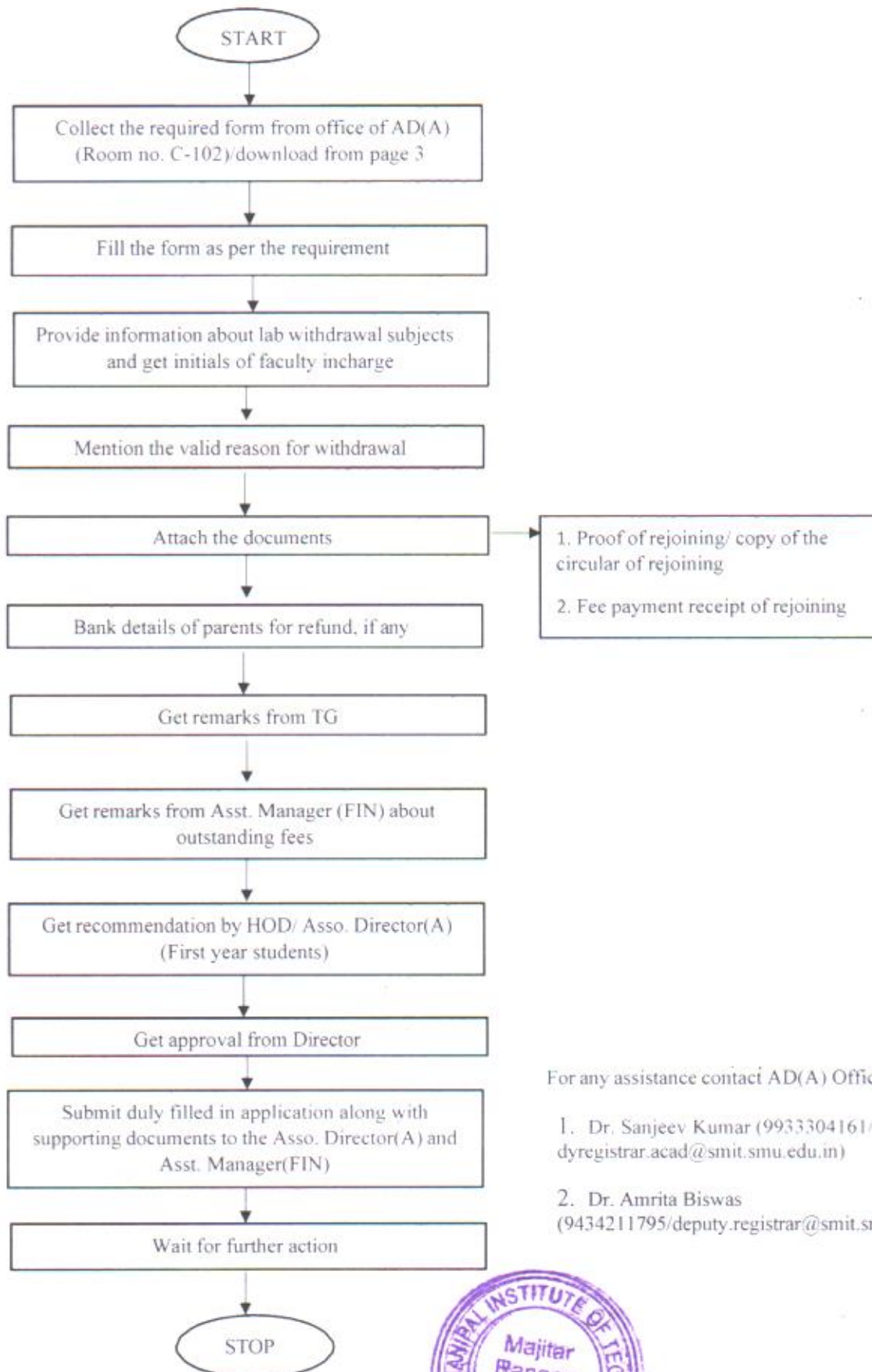


STANDING OPERATING PROCEDURE
WITHDRAWAL OF LABORATORY SUBJECTS



For any assistance contact AD(A) Office

1. Dr. Sanjeev Kumar (9933304161/
dyregistrar.acad@smit.smu.edu.in)

2. Dr. Amrita Biswas
(9434211795/deputy.registrar@smit.smu.edu.in)



The student can rejoin in parallel semester up to 35 credits (including the credits of the current semester) without dropping lab subjects. Moreover, there should not be a clash in the timetable. In case the credit is exceeding 35 credits, then the student can opt for dropping the laboratory subjects of the present higher semester, to bring down the credits upto 33. The following points shall be apply for the parallel semester.

- a) Rejoining students of higher semesters will apply to the respective departments within the first week of the commencement of the semester. A late application for rejoining may be accepted by the HOD under genuine ground. Application for rejoining will be treated as accepted only when the student submits the receipt of payment from the finance to the department. If a student is not able to make the payment at the time of registering, he will be asked to obtain necessary approval from the Director. HoD will not permit any students to join parallel semester classes without making necessary fee payment unless permitted by the Director.
- b) Second semester students desirous of rejoining will apply directly to the office of the Associate Director (A) and need not get approval from the parent department.
- c) Regular students of higher semester intrested to rejoin in 1st year subjects shall submit their applications to their respective HOD. Accordingly, the department shall allot the sections for rejoined subjects of 1st year by verifying both the timetable of 1st year and his/her regular semester to avoid clashes and HOD shall provisionally approve them to attend the rejoined classes. The final list of rejoined students shall then be communicated to Associate Director (A) for further notification to all including DCE (T) and Assistant Manager (Finance) and HODs for record.
- d) The classes for rejoining students will be counted from their date of joining classes or from the first day of the second week of the semester whichever is earlier.
- e) Attendance relaxation may be given to rejoin student, if his/ her timetable classes with the regular semester. His denominator may be reduced for clashed classes and 75% attendance for attended classes to be maintained with the reduced denominator. However, assignments for the clashed subject to be submitted by the student. In all such cases the concerned student must obtain approval of the subject teacher by submitting the proof of clash of time.
- f) The final list of rejoining students of higher semester subjects will be forwarded by HOD to Associate Director (A) as soon as the rejoining process is completed within one week after publication of results of supplementary examinations.
- g) The final list of students rejoining in first year subjects will be prepared by the office of the Associate Director (A) and will be communicated to all HODs , DCE(T), Assistant Manager (Finance) with a copy to Director, SMIT.

Ref. No:
Date: 01-08-2024



A handwritten signature in blue ink, appearing to be "G.L. Sharma".

Prof. (Dr.) G.L. Sharma
Director, SMIT

Prof (Dr) G.L. Sharma
Director
Sikkim Manipal Institute of Technology
Majitar, Rangpo - 737136
East Sikkim (Sikkim)



APPLICATION FORM FOR WITHDRAWAL OF LABORATORY SUBJECTS
 (Revised on 01 Aug 2017)

1. Name in full: **Mr/Ms.**..... Regn. No.
2. Parent's name Phone No.
(F/M/G#);
3. Dept./Branch Sem/Sec.
4. Email ID Phone No.
5. Hosteller/Day scholar. If hosteller, specify the Hostel/Room No:
6. No. of Lab subjects to be withdrawn:

S/No	Sub. code	Subject Name	Initials of Faculty incharge	Semester
1				
2				
3				
4				

7. Valid reason(s) for withdrawal of Lab subjects:
8. Supporting Documents attached.
 (i) Proof of Rejoining/ Copy of the circular of rejoining list: Yes/No
 (ii) Fee payment receipt of Rejoining subjects: Yes/No
10. Total nos. of backlogs:
11. Bank details of parent for refund, if any to be transferred to (in CAPITAL LETTERS).
 Beneficiary:.....Bank:.....
 Branch:.....A/C No:.....IFSC code:.....
12. Signature of the student: Date:
13. Remarks of TG :.....
13. Remarks by Asst. Manager (Fin) about outstanding fees if any:
14. Recommended by HOD/ Associate Director (A)*:Date:.....
15. Approved by Director:.....Date:.....

16. **Duly filled in application endorsed/approved by the competent authorities along with supporting documents as stated above shall be submitted to the Associate Director (A) and the ASST. MANAGER (FIN) for record and further actions. [Contact No: 03592- 246145 OR 03592-246117/ 246118/ 246119/ 246120 ext: 270, FE: 330, 226]**

F: Father/M: Mother/G: Legal guardian – Strike out whichever is not applicable

* Associate Director (A) only for 1st. year students and HODs for Higher semester students..

