



## Semester Freeze Process

### Conditions:

- ❖ You may apply before the beginning of that particular semester till Add/Drop week without any fine
- ❖ You may apply from second week of that particular semester till start of midterm week with Rs. 5000/ fee

### 1: Fill Form for Semester Freeze

#### Requirements:

- ❖ Duly filled clearance form (IPC, Library/LRC and accounts)
- ❖ Related documentary evidence
- ❖ Applicant Student Card
- ❖ Rs. 5000/= paid voucher (**If applied after 1<sup>st</sup> week of particular semester**)
- ❖ Approval from Batch Advisor

### 2: Submit form to OPRM Helpdesk

#### Requirements:

- ❖ Filled form / application along with all required documents / evidence