



Semester Hold 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/ fine
- ❖ Student ID will be renew at the time of Semester unhold
- ❖ All policies and fee package will be apply as per new student ID
- ❖ Student may not apply for refund at time of unhold semester
- ❖ Participant must meet admission criteria of the program at the time of semester unhold

1: Write an application for Semester Hold

Requirements:

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

2: Submit Application to OPRM

Requirements:

Filled form / application along with all required documents / evidence