



Participant Relationship Section

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 1st week of particular semester**)
- ❖ Approval from Batch Advisor

2: Submit form to PRS Helpdesk

Requirements:

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