



# FRANCIS XAVIER ENGINEERING COLLEGE

An Autonomous Institution

Accredited by NBA | DST-FIST Supported | AICTE Sponsored Margdarshan Mentor Institution  
ISO 9001 : 2015 Certified Institution | Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

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## Office of the Controller of Examinations

### APPLICATION FOR WITHDRAWAL FROM END SEMSTER EXAMINATIONS NOV./DEC. /APR./MAY 20\_\_

Name of the Student							
Register Number							
Degree & Branch	B.E./B.Tech/ M.E./M.B.A. & Branch:						
Year of Admission & Semester	20__ & Semester: ____						
Reason for Withdrawal from End Semester Examinations (Proof to be attached)							
Courses already appeared Examination in this semester	<b>No. of Courses:.....</b>	<b>Course code(s):</b>					
No. of courses to be withdrawn & its course code(s) with examination(s) date & session	<b>Course Code</b>						
	<b>Date</b>						
	<b>Session</b>						
History of arrear(s) if any:	<b>Yes / No</b>						

#### Enclosure: Proof

- ❖ Application should reach COE office, one day before the commencement of the examination. of the course(s) to be withdrawn
- ❖ Before applying to the withdrawal refer to the regulations of the programme and submit the form if you have valid reason.

Kindly accept my request for withdrawal from End Semester Examinations.

Student's Signature with Date

Signature of the parent

#### Recommendations by the Department

Mr/Ms.. .....(Reg. No ..... ) has secured more than 75% attendance in all the courses of the current semester . He / She has paid the End semester Examinations fee. Proof of withdrawal is verified. He /She is eligible for withdrawal from the End Semester Examination for the all the courses / courses mentioned as per the regulations.

**Verified**

**Recommended & Forwarded**

Class Coordinator

Head of the Department

Prof.Academics

Approved / Not Approved

Date:

Note: Original application with enclosures to be submitted to COE office after getting the approval from the HOD and Professor Academics.