**Form-V/2022**

**Indian Institute of Technology (BHU)**

**Training and Placement Cell 2022-23**

**Placement /Internship Policy for withdrawal name from the Company proceedings:**

1. The students, who wish to withdraw from the proceeding at any point of the selection process, have to inform of their unwillingness fill this form to the Cell at least 48 hours before the scheduled event to inform the related company well in time. If a student is absent without proper information (as mentioned above) from any selection process or PPT of any company to which he/she has applied for, he/she will not be allowed to sit for the further process of that company and will be debarred from the process of next three scheduled companies he/she has applied for. Being late for any event will be considered as the case of absenteeism. The decision of the Professor Incharge shall be final in such a matter. For any waiver from the punishment under this rule, the candidate has to submit Form-VI with the Cell. The decision of the Professor Incharge on such applications will be final.

**Withdrawal Application**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student’s Name |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Roll Number |  | |  | |  |  |  |  | |  | | Course/Programme | | | | | | | | |  | | | | |
| Branch |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Mobile No.(i) |  |  | |  | |  |  | |  | |  | |  | |  |  | Email  ID | | | 1. @iitbhu.ac.in | | | | | |
| Mobile No.(ii) |  |  | |  | |  |  | |  | |  | |  | |  |  | 2. | | | | | |
| Address  (During Absence) |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Other Details** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **From the Company (individual)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of the Company) | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Activity PPT/Test/Interview/Group Activity/Other) | | | | | | | | \_ \_ / \_ \_ /20 \_ \_ at \_ \_ : \_ \_ AM/PM  Activity (Date) Activity (Time) (Please Tick) | | | |
| 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of the Company) | | | | | | | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Activity PPT/Test/Interview/Group Activity/Other) | | | | | | | | \_ \_ / \_ \_ /20 \_ \_ at \_ \_ : \_ \_ AM/PM  Activity (Date) Activity (Time) (Please Tick) | | | |
| **Leave for the Day(s)** | | | | | | | On \_ \_ / \_ \_ /20 \_ \_ (Date) | | | | | | | | | | | | (From \_ \_ / \_ \_ /20 \_ \_ To \_ \_ / \_ \_ /20 \_ \_)  (Date)(Date) | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of the Company(ies) | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Reason for withdrawal : | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supporting Document (Yes/No). If Yes, the details thereof : | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DECLARATION**  I hereby certify that the information mentioned above are true and correct and I have attached Document(s)/Certificates(s) as a proof of the entries made therein.  Date ………………………… ***(Full signature of the Student)*** | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **For Office Use only** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Received in the Office of the Training and Placement Cell, IIT (BHU)  on \_\_/\_\_/20\_\_ at\_\_: \_\_ (AM/PM)  (Date) (Time) (Please Tick)  ***(Signature of the Receiver)***  ***Training and Placement Cell, IIT (BHU)*** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Office Comment** | | | | | | | | | | | | | | | | | | **Allowed** | | | | |  | **Debarred** |  |
| May be Allowed / Rejected as per Student’s Placement / Internship Policy.  ***(Signature)*** | | | | | | | | | | | | | | | | | | ***(Signature)***  ***Prof. Incharge, Training and Placement Cell*** | | | | | | | |

\* This format can also be used by the concerned student to send such an application to [tpo@iitbhu.ac.in](mailto:tpo@iitbhu.ac.in) by an e-mail.