



## **Guidelines and Procedures For Processing Research Scholar Resignation**

### **1. Purpose**

Define a transparent, timely, and academically compliant process for Ph.D./research scholar resignations, with proper documentation and counseling support.

### **2. Scope**

Applies to all registered doctoral scholars across JGU, coordinated by the Office of Doctoral Studies (ODS) and the relevant School/Institute.

### **3. Objectives**

- Streamline resignation handling
- Provide counseling and exit support prior to resignation
- Ensure orderly academic and administrative closure
- Maintain accurate records

### **4. Responsible Units**

- Office of Doctoral Studies (ODS): Nodal authority for approval, compliance, records, and communication
- Respective School/Institute: Conduct initial review, supervisor consultation, and forward recommendations to ODS

### **5. Process Flow**

1. Resignation Submission: Scholar submits a written application with reasons and intended withdrawal date.
2. Receipt Acknowledgment: School acknowledges receipt to ODS within 3 working days.
3. Supervisor Consultation: The Supervisor provides a note summarizing the discussion and guidance.
4. ODS Clearance: ODS verifies dues, records, and compliance.

5. Dean's Endorsement: Dean signs endorsement and forwards to ODS for final approval.
6. Formal Acceptance: ODS issues resignation acceptance letter.
7. Records Update: ODS updates the student database and notifies relevant offices.

## **6. Timeline**

Complete process target: 15 working days, contingent on submission of all required documents.

## **7. Documentation Checklist**

1. Resignation application (scholar)
2. Supervisor's note
5. ODS clearance form
6. Dean's endorsement
7. Final acceptance letter

## **8. Post-Resignation Procedures**

- Access deactivation (ID, email, library) after acceptance.
- Fellowship / financial assistance resolved by the Finance Office.
- Future reapplication treated as fresh admission.

## **9. Confidentiality**

All records are confidential and securely maintained by the Office of Doctoral Studies.

## **10. Review and Amendments**

ODS and respective Schools will periodically review and update this SOP in line with UGC and institutional policy.