

Steps for online Seat Withdrawal Process

1. Students will login to the Admission Portal
2. Student will click on "Admission Seat Details"
3. The student will get an additional button "Withdraw Seat" against the Program for which the student has taken provisional admission
4. Students will have to enter OTP sent to his/her registered mobile number and some additional information (Reason of Withdrawal, Remarks and Bank Details) to proceed for final withdrawal
5. A final warning alert will be displayed to the student for confirmation about the withdrawal.

Once the above steps are completed internally the following would be updated

1. Confirmation mail regarding seat withdrawal will be sent to Student, COE and TUEE. (Additionally for BTech the mail would be sent to Engg Dept).
2. Seat Matrix would be updated automatically
3. Seat withdrawal request report will be available for Admin and Department users.