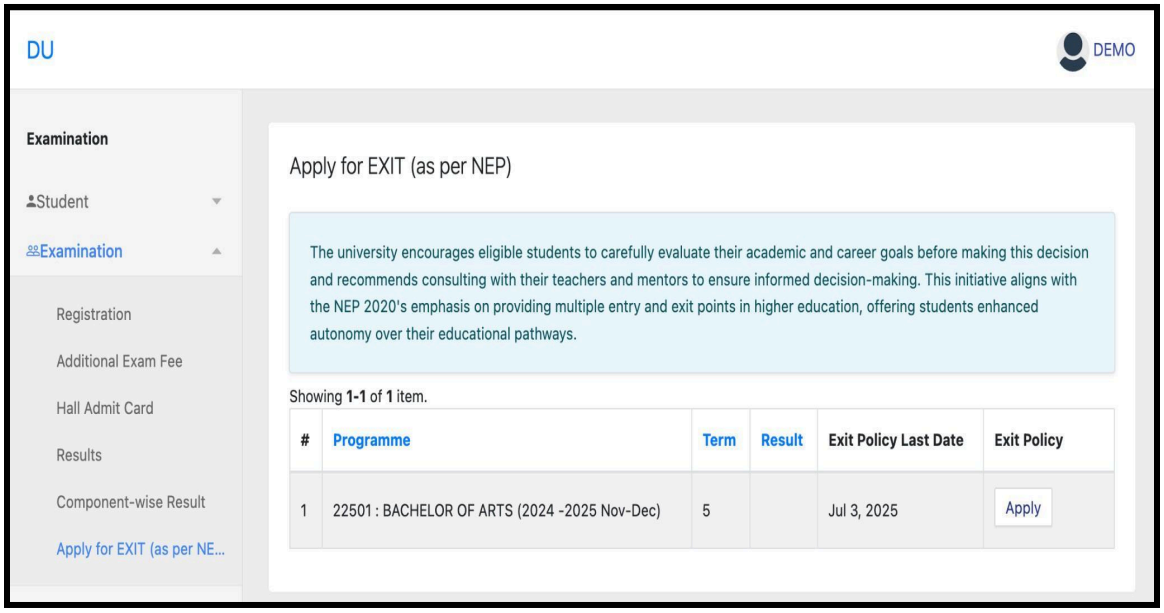
User Manual for Students To Apply for NEP Exit Policy

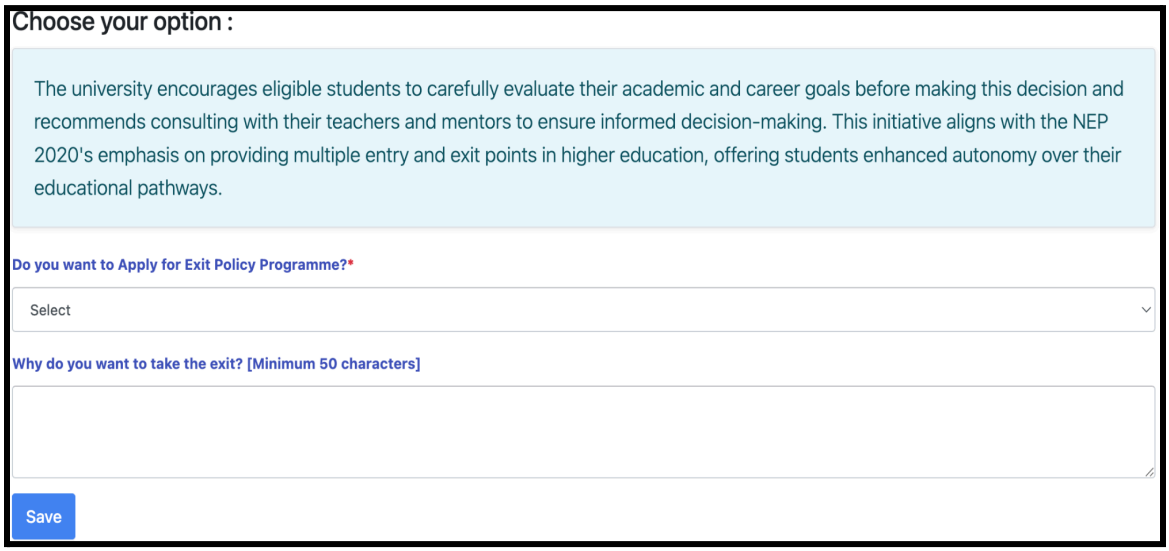
1. Log in to the Student Portal using your registered credentials.

2. After successful login, click on **"Dashboard"** to access the student profile.

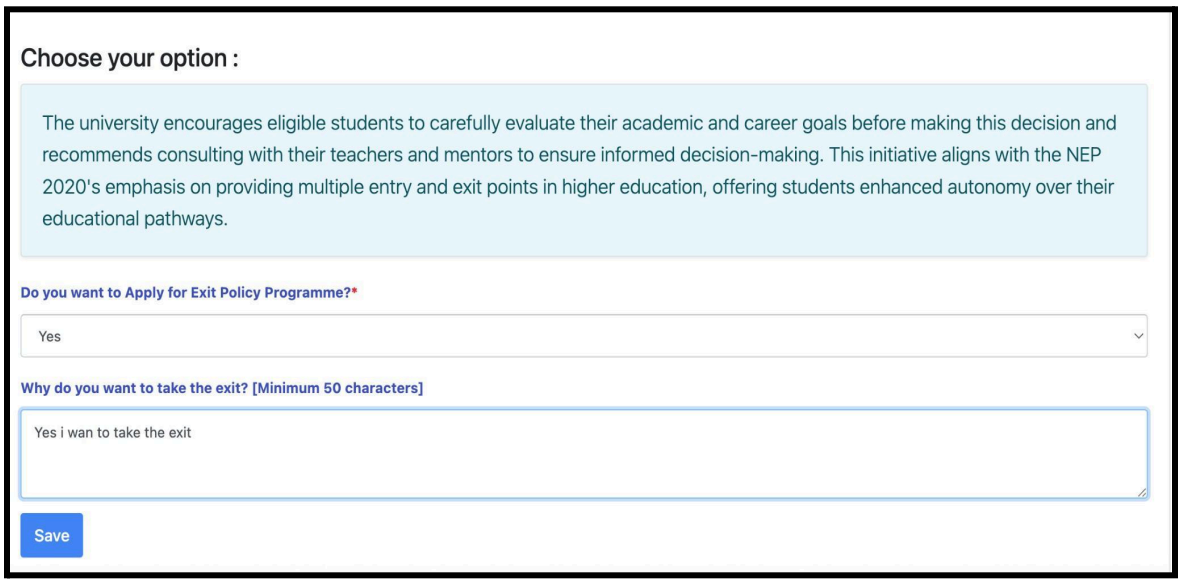
3. From the left-hand menu, select **"Examination"**, and then click on the sub-menu **"Apply for Exit (as per NEP)"**.



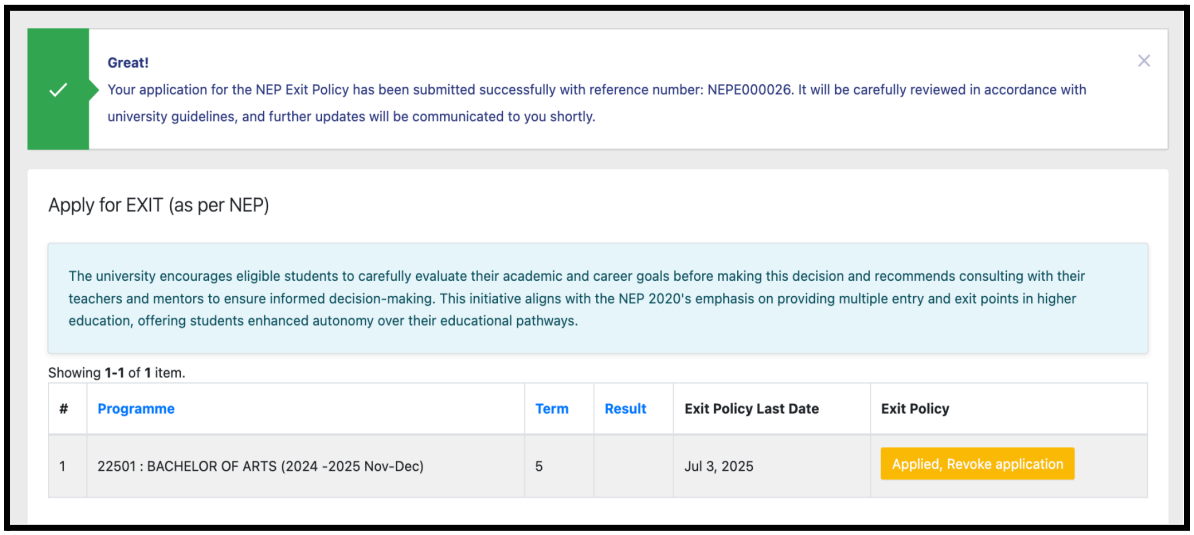
4. If the student is eligible to apply for exit, the **“Apply”** button will be displayed allowing the student to indicate their intent to apply for exit as per the configurations.



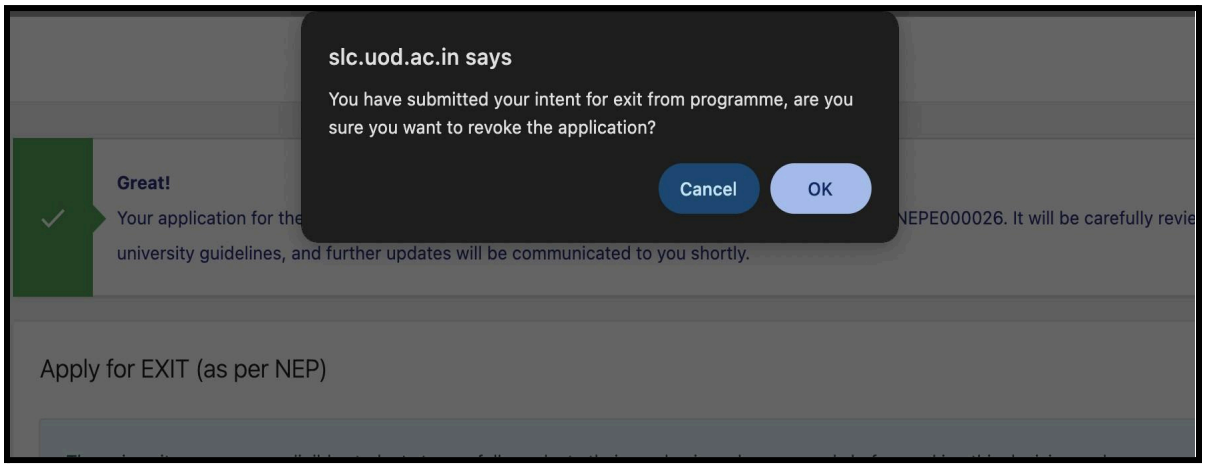
5. To apply for exit the student must select **“Yes”** in the application option. After selecting **“Yes”** the student is required to provide a valid and appropriate reason for applying for exit. This information is mandatory for successful submission of the NEP-Exit request.

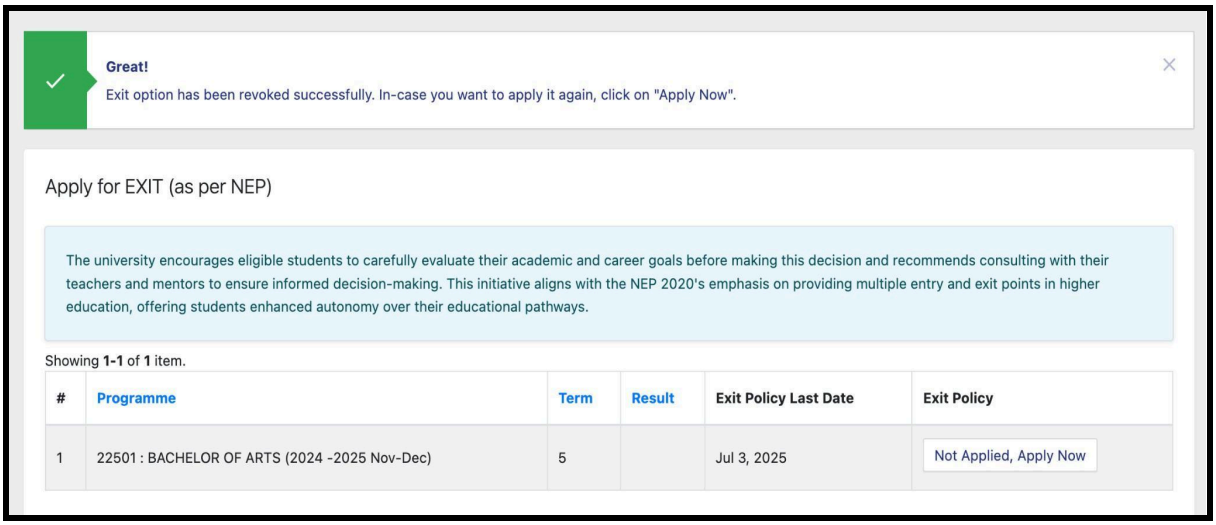


6. Once the student submits the Exit intent a reference number is automatically generated by the system and the application status is displayed as **“Applied”** to the student on the interface.



7. If the student wishes to revoke the application they may do so by clicking the **“Revoke”** option. The **Revoke** option is available only if the application is in the **“New Application”** status and no action has been initiated by the administrator. Once the administrator takes any action on the application the revoke functionality will no longer be available.





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