



Application Form for Improvement/Repeat Course(s) – UG Students

Note: (a) Add/Drop of course(s) is allowed within the first two weeks of the start of a regular semester (within the first week for summer semester).

(b) Withdrawal of course(s) with a grade of “W” on transcript, is allowed latest by 8th week of a regular semester (by 5th week of summer semester).

Student Name: _____ Regn No: _____

Entry Year: _____ Semester: _____ Section: _____

Contact No (Mobile): _____ Email: _____

Previous Course(s) Detail

S/No	Course code and title (on transcript)	Previous Grade
a.		
b.		
c.		

Applied Improvement/Repeat Course(s) Detail

S/No	Course title and code (to be registered)	Entry with which the course to be registered	Section with no clash
a.			
b.			
c.			

- I hereby declare that in current semester my courses are not exceeding 21 credit hours, including the improvement courses. If my statement is found incorrect at any stage, the institution may take punitive action against me. It is certified that I shall maintain a minimum of 75% attendance in the course(s) which I am requesting to enroll above, irrespective of the course Credit Hrs. **I hereby give an undertaking that I will not request any adjustment / change in timetable and exam schedule of any course. I am willing to appear in midsemester / final exam even if multiple papers are scheduled / conducted on same date.**
- I attached the transcript with this form and highlighted the course(s) mentioned above.
- There is no clash in my class section timetable with the course(s) I am requesting to register for improvement/repeat.

Date: _____ Student’s Signature: _____

Dept UG Coord: _____ DCE: _____

Approved / Not Approved:

HoD Signature with Date _____

For official use only

Posted on CMS on _____(Date)

EC Clerk (Signature) _____

DCE (Signature) _____