

**Application Form for Repeat / Improvement / Deficient Course (s) - UG Students Fall 2024 Entry and Earlier**

1. 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).
2. 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: _____
Section: _____

Regn No: _____
Mob No _____

Entry Year: _____ Semester: _____
Email: _____

Previous Course(s) Detail					Applied Repeat / Improvement / Deficient Course(s) Detail				
Ser	Code	Course Title	CHs	Previous Grade	Code	Course Title	CHs	Entry/ Section	Elective Course to be taken
a.								20 / Sec	
b.								20 / Sec	
c.								20 / Sec	

1. I hereby declare that in the current semester my courses do not exceed 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.
2. I attached the transcript with this form and highlighted the course(s) mentioned above.
3. I have checked and there are no timetable clashes for studying the above-mentioned course (s). I will be responsible in case of any clash. I am requesting to register for **Repeat / Improvement / Deficient Course(s).**
4. The above particulars are correct to the best of my knowledge.
5. A fee of 11000/- per credit hour will be charged for repeated courses. I certify that I do not have previous outstanding dues.
6. **The better grade will be used in the computation of CGPA for repeated courses.**
7. An offered course may be dropped if the number of registered students is below 8.

I certify that: -

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 the same date.

Date: _____

Student's Signature

Signature
i. UG Coord - SMME
(Recommended/Not Recommended)

Signature
ii. Acad Branch - SMME
(Recommended/Not Recommended)

(Approved/ Not Approved)

Signature
iii. DCE SMME
Posted on Qalam _____
Exam Br Clerk (Signature) _____

Signature
iv. HoD- SMME
(Date)
DEC Signature: _____