



School of Mechanical and Manufacturing Engineering

Proforma for Improvement/ Repetition of Courses/Clearance of F/XF Grade (MS) - Fall 2025 Entry Onwards

Note: An MS student is allowed to repeat max of three courses (with C and C⁺ grades) apart from clearance of F/XF grades and is dropped from MS program if he/she receives F/XF grades in more than two courses. Alternative elective courses taken will be counted as repeated courses. A fee of 11000/- per credit hour will be charged for repeated courses. An offered course may be dropped if the number of registered students is below 8.

Name of student		Reg. #	
Semester	Spring / Fall / Summer	Department	BME/BMS/R&AI/DME/ME
Email		Entry	
Cell #		CGPA	

(a) Course(s) already repeated/alternate taken:

Sr. #	Course Code	Course Title	Grade

(b) Names of courses requested to repeat:

Sr. #	Course Code	Course Title	Previous Grade

(c) Have you applied for an alternate elective this semester? Yes / No (If yes, please attach the proforma)

Please attach your transcript with this form.

Student's Signature: _____

Date: _____

------(For Official Use only)-----

PG Coordinator

Repetition of courses/clearance of F/XF grades is:

Recommended / Not Recommended

Signatures: _____

Date: _____

Examination Branch

According to the official record, the student has repeated _____ courses in the previous semester(s), apart from clearance of F/XF grades, and has cleared _____ F/XF grades.

Recommended / Not Recommended

Signatures: _____

Date: _____

Sr. Dy Cont. Exam

Head of Department

Repetition of courses/clearance of F/XF grades is:

Approved / Not approved.

Signatures: _____

Date: _____

Examination Branch

The repeated course is correctly posted on Qalam.

Signatures: _____

Signatures: _____

Exam Branch Clerk

Sr. Dy Cont. Exam