

**Application Form for Repeat / Improvement / Deficient Course (s) - UG Students**

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 8<sup>th</sup> week of a regular semester (by 5<sup>th</sup> week of summer semester).

Student Name: \_\_\_\_\_ Regn No: \_\_\_\_\_ Entry Year: \_\_\_\_\_ Semester: \_\_\_\_\_  
 Section: \_\_\_\_\_ Mob No \_\_\_\_\_ 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. I have registered myself for the mentioned course (s) and will pay prescribed tuition fee on receipt of the fee challan.
6. **The newly earned grade will be used in the computation of CGPA in the following cases.**
  - i. Clearance of W/F/XF grades
  - ii. Improvement of CGPA
  - iii. Repetition of courses
  - iv. Taking Alternative Electives

**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.**

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**

Signature  
**iv. HoD- SMME**

----- For Official Use Only -----

Posted on Qalam \_\_\_\_\_  
 Exam Br Clerk (Signature) \_\_\_\_\_

(Date)  
 DEC Signature: \_\_\_\_\_