



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 8th week of a regular semester (by 5th 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	Course code and title (on transcript)	CHs	Previous Grade	Course title and code (to be registered)	CHs	Entry with which the course to be registered	Section with no clash
a.							
b.							
c.							
d.							

1. 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.**

2. I attached the transcript with this form and highlighted the course(s) mentioned above.
3. 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 _____ Acad Clk _____ DCE _____

Approved / Not Approved: **HoD Signature with Date** _____

For official use only

Posted on CMS on _____ (Date)

EC Clerk (Signature) _____

DCE (Signature) _____