



NUST School of Mechanical & Manufacturing Engineering
Where Science is converted into Technology

PROFORMA FOR UG COURSE REGISTRATION – SMME STUDENTS
(ADD/DROP COURSES)

Student Name: - _____ Regn No/CMS ID: - _____
School: - _____ Class: - _____ Sem: - _____ Contact No: - _____
Email: - _____ CGPA: - _____ Credit Hour Studied: - _____

Details of Subjects: -

<u>Add Course Details</u>					<u>Drop Course Details</u>			
<u>S#</u>	<u>Code</u>	<u>Title</u>	<u>CHs</u>	<u>Grade</u>	<u>S#</u>	<u>Code</u>	<u>Title</u>	<u>CHs</u>
1					1			
2					2			

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 **ADD/DROP COURSES**.
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 better grade will be used in the computation of CGPA for improvement.
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

Signature
iv. HoD- SMME

For Official Use Only

Posted on Qalam _____(Date)

Exam Br Clerk (Signature) _____

DEC Signature: _____