

Office of the Dean Post Graduate Studies

Proforma for course Addition/ Withdrawal

Instructions: (for details refer academic regulations)

- **Max. Credit load:** 16+1- *by advisor*, 20 - *by Dean PGS* and >20*by Vice-chancellor*
- **Last dates**

	By Dean PGS	By Vice-Chancellor
Addition:	Upto 6 working days from scheduled registration	Upto 15 working days from scheduled registration
Withdrawal:	Within 4 weeks from scheduled registration	4 credits Upto 6 weeks from scheduled registration on illness

- In person, form to be submitted in Registrars office, orders be obtained and provided to Advisor, instructor and Dean PGS

<p>1. Name :</p> <p>2. Id. No. :</p> <p>3. Degree Prog. : M.Sc./Ph. D with major</p> <p>4. Sem. & Year :</p> <p>5. C.G.P.A. :</p> <p style="margin-left: 20px;">G.P.A :</p>	<p>6. Credits :</p> <p>i) Total offered originally :</p> <p>ii) to be added:- :</p> <p>iii) to be withdrawn:- :</p> <p>iv) Final after Addition/Withdrawal :</p>
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7. Courses to be Added/Withdrawn

Course (Title & No.)	Cr. hrs.	Section	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Instructor's Recommendation
A. To be Added									
B. To be Withdrawn									

(Name & Signature of the student)

8. Advisor's Comments (Reason/recommendation, if final course load exceeds 16 credits)

Recommendation/ Approval	Approval	Charge or fee paid
Dean PGS	Vice-Chancellor	Comptroller