**Minor Registration PROFORMA – UG STUDENTS**

Student Name: CMS ID:

Parent School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester Completed: CGPA: \_\_\_\_\_\_\_\_\_\_\_ Semester Load incl Minor: \_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No: \_\_\_\_\_\_\_\_\_\_\_

**Detail of Minor Subject(s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr No** | **Course Code** | **Course Name** | **Credit Hrs** |
| 1 |  |  |  |
| 2 |  |  |  |

**Instructions:**

1. All above mentioned columns shall be filled by the student personally and no column will be left blank

2. A student can take maximum one minor

3. The students will himself ensure that their credit hours including minors **shall not exceed 21 credit hours** in current semester, failing this the minor will not be accepted even if studied

4. Minimum attendance to appear in final exam will be **75%**

5. The course can be dropped within two weeks without harm

6. Students on probation are not eligible to take minors

7. **Minimum CGPA** required for opting for Minor in SEECS is **2.75**

8. A course can only be counted once i.e. either Regular or Minor. In case a course is part of the curriculum (Regular) then it cannot be taken as a Minor.

9. Students from other school will get approval from parent institution indicating clearly their semester load and CGPA.

10. **Tuition fee** will be charged after 2nd week of the semester and it will be non-refundable even if classes are not attended.

**Undertaking by Applicant:**

I certify that I have read the above mentioned instruction and the above stated information is correct and if found incorrect at a later date I will have no objection if my enrollment in the above minor(s) is cancelled. I confirm that there are no timetable clashes for studying mentioned course(s).

Dated: Student’s Signature

**Recommendation by Respective HoD (Parent School):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature with Stamp

**(for official use only)**

**Remarks by Program Coordinator (SEECS Host Deptt):**

Signature

**Remarks by Manager ACB:**

Signature

**Remarks by DCE:**

Signature

**Approved / Not Approved**

 Dean SEECS