**COURSE REGISTRATION FORM- GRADE iMPROVEMENT /REPEATING A COURSE**

**(UG / MS / PhD Students)**

Regn No: Student Name: \_\_\_\_\_\_ Father’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: / Section: \_\_\_\_\_\_\_\_ Semester Completed: \_ CGPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Credit Hrs(including Improvement)\_\_\_\_\_\_\_\_\_ Improvement Chances Availed(PG only):

Email: Contact No:

**Detail of Subject(s) for Improvement / Repetition:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr No** | **Course Code** | **Course Title** | **Credit Hrs (For UG, Max 21 CHrs are allowed including regular and improvement courses** | **Previous Grade** | **Will Study with Class/Sec**  **(for UG)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**Policy:**

1. In addition to the regular semester fee, **an additional fee will be charged to the students (UG / MS / PhD), who desire to improve grade in a course (earned grade, F, XF in a course(s) or repeat a dropped course with W grade) in Fall or Spring Semester (Rs. 8,000/-** per credit hour from "National Students**"** and **USD 40/-** per credit hour from **"International Students"**.
2. **The above mentioned fee will also be charged to the student(s) who are on deferment** and want to improve grades of already studied course(s) in the Fall or Spring Semester. The fee will not be charged if the student drops the course within the first two academic weeks of the semester. However, if the student drops the course after the second week, the full fee will be charged.

*I certify that above stated facts are correct and* ***I have checked that there are no timetable clashes for studying above mentioned course(s).***

Dated: Student’s Signature

**(for official use only)**

**Remarks by UG / PG Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**Remarks by Manager ACB :**

Signature

**Remarks by DCE (Exam Branch):**

Signature

**Approved / Not Approved**

Dean SEECS