***PGS-20***

**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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Name** | **:** |  | **6.** | **Credits** | **:** |  |
| **2.** | **Id. No.** | **:** |  | **i)** | **Total offered originally** | **:** |  |
| **3.** | **Degree Prog.**  **with major** | **:** | M.Sc./Ph. D | **ii)** | **to be added:-** | **:** |  |
| **4.** | **Sem. & Year** | **:** |  | **iii)** | **to be withdrawn:-** | **:** |  |
| **5.** | **C.G.P.A.** | **:** |  | **iv)** | **Final after Addition/Withdrawal** | **:** |  |
|  | **G.P.A** | : |  |  |  |  |  |

**7. Courses to be Added/Withdrawn**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course (Title & No.) | Cr. hrs. | Section | Mon. | Tue. | Wed. | Thu. | Fri. | Sat. | Instructor’s Recommendation |
| 1. **To be Added** | | | | | | | | | |
|  | | | | | | | | | |
| 1. **To be Withdrawn** | | | | | | | | | |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** |