



School of Natural Sciences

Proforma for Add / Drop Courses (UG Students)

- Note: (a)** Adding/Dropping of a course is allowed within the first two weeks of the start of a semester. (If the proforma is submitted on the last working day of the second week of the semester, please ensure that the program coordinator receives it at least 5 hours before the close of business.) However, the student shall ensure that a minimum number of credit hours is not less than 12 and a maximum number of credit hours does not exceed 18 (21 in exceptional cases).
- (b)** A student can also withdraw from a course latest by 8th week of a regular semester with the recommendation of HoD and approval of Dean. A letter grade of “W” will be awarded.

Name of student		Regn. #		Batch	
Semester	Spring / Fall / Summer	Dept/Discipline	Mathematics / Physics / Chemistry		
Contact Details	Cell		Email		

Sr. No	Course Code	Course Title	Required Action		Reason
			Add	Drop	

Student’s Signature: _____ Date: _____

-----*(For Official Use only)*-----

Manager Program Coordination: According to official record, the CHs limit is between 12 to 21 after adding/dropping the courses.

Signatures: _____ Date of receipt of this proforma: _____

Head of Department

Recommended / Not Recommended

Signatures: _____ Date: _____

Principal / Dean

Approved / Not approved.

Signatures: _____ Date: _____