



School of Natural Sciences

Proforma for Add / Drop Courses (PhD Students)

- Note:**
- (a) It will be ensured that the minimum number of credit hours is not less than **3** and maximum number of credit hours does not exceed 12.
 - (b) A student is allowed to drop a registered course within two weeks from the start of the 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 4 hours before the close of business.
 - (c) A student can also withdraw 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. #	
Semester	Spring / Fall / Summer	Dept/Discipline	Chemistry / Physics / Math / Statistics	
Contact Details	Cell		Email	

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

Student’s Signatures: _____ Date: _____

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

Manager Program Coordination: According to official record, the CHs limit is between 6 to 12 after adding / dropping the courses.

Signatures: _____ Date of receipt of this proforma: _____

Student’s Supervisor (On behalf of GEC)

Recommended / Not Recommended

Name of Supervisor: _____ Signatures: _____ Date: _____

Head of Department

Recommended / Not Recommended

Signatures: _____ Date: _____

Principal / Dean

Approved / Not approved.

Signatures: _____ Date: _____