



**Proforma for Add / Drop Courses (SUMMER)**

- Note: (a)** Student will register in a course and deposit the prescribed fee (**@Rs.8000/per CH**). The student can withdraw his/her name from the course within **1<sup>st</sup> week** from the start of semester without earning “W” Grade. If a student withdraws his/her name from a course between **2<sup>nd</sup> to 5<sup>th</sup> week**, “W” grade will be awarded. Once a course is registered, the fee will not be refunded in any case, except the course is dropped by the institute.
- (b)** The fee will not be charged if the student drops the course within first academic week of the summer semester. However, if the student drops the course after the first week of summer semester, **the fee will be charged.**

<b>Name of student</b>		<b>Regn. #</b>		<b>Batch</b>	
<b>Semester</b>	Summer	<b>Dept/Discipline</b>	Mathematics / Physics / Chemistry		
<b>Contact Details</b>	<b>Cell</b>		<b>Email</b>		

Sr. No	Course Code	Course Title	CH	Required Action		Reason
				Add (Repeat, Alternate, Core, Elective)	Drop	

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Manager Program Coordination:**

Signatures: \_\_\_\_\_ Date of receipt of this proforma: \_\_\_\_\_

**Head of Department**

**Recommended / Not Recommended**

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal / Dean**

**Approved / Not approved.**

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_