

 **Course Enrollment Form- SUMMER \_2021\_\_\_\_**

**Reg No/Empl ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Batch/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CGPA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total number of CH\* Number of repeat course \_\_\_\_\_\_\_\_\_\_\_**

(Completed in entire degree**) \_\_\_\_\_\_\_\_\_\_\_ Total Number of CH** (Completed in entire degree**\_\_\_\_\_\_\_\_**

 **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day Scholar/ Hostelite**

 **MS Teams Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Current Disposal** PromotedProbation Suspension / Deferment Deficient

 1st / 2nd / 3rd  **Details of Course/s to be repeated (Must fill all Columns)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/No** | **Course Title & Code**  | **Pre Req cleared** (If Yes, please mention grade) | **Repeat with class**  | **No attempt to register course**(1,2,3,4) | **Reason of repeating mention against each course** (Deficient, Repeat, Improvement also mention previous grade in course) |
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|  |  |  |  |  |  |
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 **IMPORTANT INSTRUCTIONS**

1. A student cannot take more than two courses / 06 CH in Summer Semester.
2. MBA student can only repeat a course in which he / she has less than a B grade.
3. A student is allowed to drop a registered course within two weeks from the start of the summer semester. However, once registered, the fee will not be refunded in any case.
4. A student can also withdraw a course latest by 8th week of a regular semester and 5th week of a summer semester with the recommendation of HoD and approval of Dean. A letter grade of “W” will be awarded.
5. The student shall be responsible for his/her attendance in case of any clash in makeup / rescheduled classes.
6. For EMBA: The student of EMBA will be allowed to drop a course any time before the start of the End Semester Exam Week with an award of letter grade 'W'

**I have read and understood the above mentioned instructions and I shall be responsible for my attendance and other academic requirements.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Student Signature & Date**

**FOR OFFICE USE ONLY**

**Recommended / Not Recommended**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DCE Signature Date**

**Approved / Not Approved**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Head Signature Date**