



**NUST COLLEGE OF ELECTRICAL AND MECHANICAL ENGINEERING**  
**REGULAR APPLICATION FORM - (SUBJECT ADD / DROP)**



1. Regn No / CMS ID: \_\_\_\_\_ 2. Category (GC/PC/ASC/NC): \_\_\_\_\_  
3. Name: \_\_\_\_\_ 4. Degree & Syn: \_\_\_\_\_  
5. Status: (Regular / Deferred) \_\_\_\_\_ 6. Department: \_\_\_\_\_  
7. Current Semester: \_\_\_\_\_ 8. Contact no. \_\_\_\_\_  
9. Parent's Contact no. \_\_\_\_\_ 10. Email ID: \_\_\_\_\_  
11. As follows:-

**Add**

Ser	Subj Code	Title	CH	Grd Obtained	Previous sem

**Drop**

Ser	Subj Code	Title	CH	Grd Obtained	Previous sem

12. **Total Credit Hrs** \_\_\_\_\_

13. **Declaration by Applicant.** As fol:-

- a. I hereby declare that in this semester I shall improve a maximum of two courses. If my statement is found incorrect at any stage, the College authority may take any punitive action against the undersigned to which I may be considered liable, I shall have no objection. It is certified that I, the undersigned shall maintain minimum 75% attendance in the course in which I will be enrolled, irrespective of the course Credit Hrs.
- b. I also acknowledge that Fee once submitted is considered as registration against subject and will not be refunded in any case what so ever, in line with NUST policy.

Dated: \_\_\_\_\_ (Note: After completion form will be handed over to concerned UG coord)

\_\_\_\_\_  
(Applicant's Signatures)

**UG PROGRAM COORDINATOR (DEPT)**

14. Certified that detail given at para 11 is in accordance to existing curriculum.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signatures & Stamp)

**DEPUTY CONTROLLER (EXAM)**

15. Verified.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signatures & Stamp)

**PROGRAM COORDINATOR (UNDERGRADUATES) – ASG**

16. Verified.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signatures & Stamp)

**ACKNOWLEDGEMENT RECEIPT**

CMS ID / Regn No. \_\_\_\_\_ Name: \_\_\_\_\_ Dept \_\_\_\_\_

Name and signature of receiving Clk \_\_\_\_\_

Receiving Date / Time \_\_\_\_\_

**P.T.O**

17. **Important Instructions.** Sequence of submission of the form will be as follows:-

- a. The applicant will hand over the application form to UG Program Coordinator (Department).
- b. Department will send the application form to Exam Cell for verification.
- c. Exam Cell will forward the all applications forms to concerned department.
- d. On receipt of verified forms from Exam Cell, Department will fwd the same to HQ ASG .
- e. Improvement cases need a week for processing. Therefore, all cases must be forwarded within 1<sup>st</sup> week of commencement of the semester. Any case later than 1<sup>st</sup> week, will not be entertained.