



NUST COLLEGE OF ELECTRICAL AND MECHANICAL ENGINEERING
APPLICATION FORM FOR MINOR COURSES
(OTHER INSTITUTE)



- | | |
|---------------------------------------|-----------------------------------|
| 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. Courses for Registration. _____ | 12. Parent Institution: _____ |
| 13. CGPA: _____ | 14. (Inlivers/ Outlivers) _____ |

Ser	Minor Stream	Subj Code	Course Title	CH	Total Credit Hrs during current semester (incl minor course)
a.					
b.					

15. Total credit hours (CH) including regular/improvement/repeated courses and courses of minor stream. _____
16. **Declaration by Applicant.** I hereby declare that in current semester my courses are not exceeding 21 credit hours, including the improvement/minor courses. It is certified that I shall maintain minimum 75% attendance in the course in which I will be enrolled, irrespective of the course Credit Hrs. My CGPA is more than 2.75 minimum required for opting minor course. If my statement is found incorrect at any stage, the institution may take any punitive action against me. **I hereby, give an undertaking that I will not request for any adjustment / change in training program and exam schedule of any course. I am willing to appear in sessional and final exam even if two papers are scheduled / conducted on same date.**

Dated: _____

(Applicant's Signatures)

17. Verification by UG Program Coordinator (Dept own school) Sign _____

Stamp _____

18. Verification of Exam Cell (Dy Controller of Exam own school) Sign _____

Stamp _____

Recommendation by Respective HoD (own School)

Signature with Stamp _____

19. Dept UG Program Coordinator (CEME) Sign _____

20. Program Coordinator_UG (CEME) Sign _____

ACKNOWLEDGEMENT RECEIPT

CMS ID / Regn No. _____ Name: _____ Dept _____

Name and signature of receiving Clk _____

Receiving Date / Time _____

21. **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 1st week of commencement of the semester. Any case later than 1st week, will not be entertained.
 - f. A student can take maximum one minor.
 - g. The students will ensure their self that their credit hours including minors shall not exceed 21 credit.
 - h. minimum attendance to appear in final exam will be 75%
 - i. The course can be dropped within two weeks without harm.
 - j. Students on probation are not eligible to take minors.
 - k. A course can only be counted once ie either regular or minor, In case a course is part of the curriculum (regular) then it cannot be taken as minor.
 - l. All above mentioned columns shall be filled by the student personally and no column will be left blank.
 - f. After completion, the form will be submitted to CEME alongwith ltr through respective School.