

Form for Adding / Dropping an Elective Subject

Name of Student:..... Enrollment Number:.....
Program/ Department:..... Year/Semester:.....

Subject to be Added:

Subject Name:
Subject Code:.....
Reason for Adding:.....
.....

Subject to be Dropped:

Subject Name:.....
Subject Code:
Reason for Dropping:.....
.....

I declare that the above mentioned subject can be accommodated in my existing timetable, and that there are no clashes in classroom timings.

Signature of Student

Remarks by the Subject Teacher for Subject to be added:

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Name and Signature of Subject Teacher

(Note: Subject teacher shall accept the genuine requests and send to Office of Academic Affairs.)

(For Office of Academic Affairs Use Only)

Remarks by the Office of Dean, Academic Affairs:

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Name & Signature of Official