COURSE ADD & DROP FORM

Instructions: If all the courses are dropped in a Semester, the regular students are required to apply for Semester Leave.

CASE Roll No: _____

Name: _____

Program
❑ Undergraduate
❑ Postgraduate

Department
❑ E&CE
❑ Engg. Mgmt

Write full name of the course (s) you want to Add / Drop and **Check (√)** the appropriate column. Before dropping a Course; please consult the Academic Calendar for Financial or Academic Penalties (if any).

For Course (s) Add Only

S. No.	Course Code	Course Name	Cr. Hrs.	1st time	Repeating	Proof of Fee Receipt, DD#
1						
2						
3						

For Course (s) Drop Only

S. No	Course Code	Course Name	Course Registered		Surplus (if any)	
			1st Time	Repeating	Refund	Carry Forward
1						
2						
3						

_____ _____
Date   Student's Signature

For Office Use Only

Academic Department (If required)

Course (s) Add / Drop   ☐ Approved   ☐ Not Approved
Academic Advisor Sign _____ Date _____ Department Chair's Sign _____ Date_____

Registration Branch
Received by: _____ Date: _____
Database Updated by (Name):_____ Signature _____ Date: _____

Accounts:
Total receivable _____ Penalty (if any)_____ Amount paid_____ Balance (if any)_____

Net amount refunded_____ CHQ No. _____ Signature_____ Date_____

Receipt Course (s) Add & Drop Request Form

Roll No: _____ Name: _____ Diary No. _____ Sign_____

Course (s) Add
1. _____
2. _____
3. _____

Course (s) Drop
1._____
2._____
3._____