**Minor Registration PROFORMA – UG STUDENTS**

**Student Name: CMS ID:**

**Parent School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class/Program:**

**Semester Completed: CGPA: \_\_\_\_\_\_\_ Semester Load incl Minor:**

**Email: Contact No:**

**Detail of Minor Subject(s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr No** | **Course Code** | **Course Name** | **Credit Hrs** |
| 1 |  |  |  |
| 2 |  |  |  |

**Instructions:**

1. All above mentioned columns shall be filled by the student personally and no column will be left blank

2. A student can take maximum one minor

3. The students will himself ensure that their credit hours including minors **shall not exceed 21 credit hours** in current semester, failing this the minor will not be accepted even if studied

4. Minimum attendance to appear in final exam will be **75%**

5. The course can be dropped within two weeks without harm

6. Students on probation are not eligible to take minors

7. A course can only be counted once i.e., either Regular or Minor. In case a course is part of the curriculum (Regular) then it cannot be taken as a Minor.

8. Students from other school will get approval from parent institution clearly indicating their semester load and CGPA.

9. **Tuition fee** will be charged after 2nd week of the semester, and it will be non-refundable even if classes are not attended.

**Undertaking by Applicant:**

I certify that I have read the above-mentioned instruction and the above stated information is correct and if found incorrect later I will have no objection if my enrollment in the above minor(s) is cancelled. I confirm that there are no timetable clashes for studying mentioned course(s). I will inform IGIS Acad Branch by the 2nd week of the semester if I intend to drop the course.

Dated: Student’s Signature

**Recommendation by Respective HoD (Parent School):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature with Stamp

**(For official use only)**

**Recommendation by HOD (IGIS SCEE)**

Signature

**Principal / Dean (IGIS SCEE)**

Signature

**Approved / Not Approved**