

ARMY PUBLIC COLLEGE OF MANAGEMENT & SCIENCES RAWALPINDI

Affiliated

UNIVERSITY OF ENGINEERING AND TECHNOLOGY TAXILA

Application for Registration in Summer Semester-(_____)

(Before filling in this form, read overleaf instructions carefully)

- (1) Name of the Applicant: _____
(B L O C K L E T T E R S)
- (2) Father's Name: _____
(B L O C K L E T T E R S)
- (3) Regd. No: _____
- (4) Department: _____
- (5) Address: _____
- (6) Religion: _____ (7) Nationality: _____

Recent
Photograph

- (8) Detail of Courses to be taken:

<u>S No</u>	<u>Course Code</u>	<u>Course Title</u>	<u>Semester</u>	<u>Credit Hrs</u>	<u>Failed/Improved</u>
1.					
2.					

- (9) Fee deposited: - Amount (Rs.) _____ Challan No. _____ Dated : _____
- (10) I, solemnly declare that the information given above is correct and that I shall abide by the Statutes, University Ordinance, Regulations and Instructions governing the Teaching and Examination for which I am a candidate.

Dated: _____

Signature of the Candidate

HOD's Comments

Dated: _____

Signature: _____

Dean of Faculty's Comments

Recommended and forwarded to the Principal for Approval.

(11) **Certificate – I**

- Certified that:
- (a) The applicant fulfills the conditions for eligibility laid down under the Statutes, University Ordinance, Regulations in force, in the year of Teaching and Examination.
 - (b) The teaching and examination schedule makes it possible for the Department to allow him to register for the course(s), attend the classes and to take the Mid and End Semester Examinations.

Dated: _____

Signature: _____

PRINCIPAL (APCOMS) APPROVED / NOT APPROVED

Dated: _____

(Signature with Stamp)

Forwarded to the Controller of Examinations for Notification.

(To Be Completed Only If Permitted by the concerned DEAN to Register for Summer Semester Courses)

(12) **Certificate – II**

- Certified that:
- (a) The particulars of the applicant are correct.
 - (b) The applicant has deposited the prescribed fee in the University account.
 - (c) The applicant has been on the rolls of the University during the current academic year and has not been debarred from taking the above Examination.

Account Office (APCOMS)

Note:

Students shall deposit Fee after seeking assurance from the DEAN whether a course is being offered and that the teaching and examination schedule makes it possible for the Department to allow them to register for the course(s), attend the classes and to take the Mid and End Semester Examinations.

INSTRUCTIONS FOR STUDENTS

(Registration for Summer Semester)

1. The students having 'F' Grade in any course will be eligible for registration. Also students having a grade 'D' can register themselves to improve the grade.
2. As per policy of the HEC, a student will be allowed to get himself registered for Two (02) Courses at maximum irrespective of the credit hours.
3. The minimum strength to offer a course in Summer Semester will be five (05) students. However, the Chairman of the concerned Academic Department may be empowered to decide the number of students to be registered in the courses offered in summer semester instead of the condition of minimum five (05) students for final year only.
4. The contact hours during the summer semester shall be doubled to ensure that the course has been completely taught in a summer semester with half of the duration compared to a regular (Fall or Spring) Semester.
5. The registration, attendance, conduct of examination and result display policies etc. during the summer semester shall be followed as that in case of regular semester. Letter grade awarded during summer semester shall not be more than a 'B' grade.
6. **Teaching shall be mandatory for all offered courses in Summer Semester.**
7. Letter Grade awarded during summer semester shall not be more than a "B" grade. Also no "I" grade will be awarded in summer semester.
8. ***The registration fee @ Rs. 2000/- per credit hour plus Rs. 1000/-examination fee will be required to be deposited by the candidates alongwith the Summer Semester Registration Form.***

Note: *Students, who want to register themselves for Summer Semester are directed to contact the Dean of their respective Departments for guidance **before depositing the fee** and assurance whether a course is being offered and the teaching and examination schedule makes it possible for the Department to allow them to register for the course(s), attend the classes and to take the Mid and End Semester Examinations.*