

**ARMY PUBLIC COLLEGE OF MANAGEMENT & SCIENCES RAWALPINDI**

*Affiliated*

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY TAXILA**

**APPLICATION FORM FOR RELEGATION**

(To be submitted to the DEAN of Concerned Department)

**Department:** \_\_\_\_\_

**Application for Relegation of:** (Tick Appropriate Box Below)

- Due to Academically Dismissal                       Willing Relegation (From Semester \_\_\_\_\_ to \_\_\_\_\_)

**STUDENT'S PARTICULARS**

1. Applicant's Name: \_\_\_\_\_ 2. Regd No. \_\_\_\_\_  
(As per Matric Certificate - IN BLOCK LETTERS)

3. Father's Name: \_\_\_\_\_ 4. Student's CNIC No: \_\_\_\_\_  
(IN BLOCK LETTERS with CONTACT NUMBER)

5. Address: \_\_\_\_\_  
\_\_\_\_\_

6. Reason(s) for Requesting Relegation (Please Attach Photocopies of Supporting Documents, if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature with CNIC No.  
(Father / Guardian)

\_\_\_\_\_  
Signature of the Applicant

**FOR OFFICIAL USE ONLY**

**HOD of Department**

APPROVED / NOT APPROVED

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature with Stamp)

Case No: \_\_\_\_\_  
(To be entered by DEAN's Office)

Dated: \_\_\_\_\_

Forwarded to the Departmental Semester Committee.

**Dean of Faculty's Comments**

Recommended and forwarded to the Principal for Approval.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

**PRINCIPAL (APCOMS)**  
APPROVED / NOT APPROVED

Recommended and forwarded to the Vice Chancellor for Approval.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

**Approval by the Vice Chancellor**

Dated: \_\_\_\_\_

**No.Endst/SVC/**

Approved and forwarded to the Controller of Examinations for further necessary action.

**Vice Chancellor**

## **UNIVERSITY RULES GOVERNING FOR RELEGATION**

1. A students who fail to obtain a minimum GPA of 1.00 at the end of 1<sup>st</sup> Academic Year i.e. 2<sup>nd</sup> Semester will be Academically Dismissed on academic grounds are allowed to relegate and re-admission in the first year, without going through the admission process.
2. The students who have been dismissed on academic grounds but for once are allowed to avail this facility. There is no second re-admission.
3. An academically deficient students can apply to the Chairman of concerned department for Willing Relegation to the lower semester to over come his academic deficiencies. The Chairman will refer his case to the Departmental Semester Committee for appropriate decision which will be forwarded to the Controller of Examinations through the concerned Dean for Vice Chancellor's approval and subsequent notification.
4. The willing Relegation to lower semester can only be availed once during the entire degree programme subject to the written consent of the parents/guardians.
5. Willing Relegation students will be re-registered in lower entry with next junior class required to pay the difference of University fee (if any) besides the semester fee and re-registration fee.
6. Courses shall be evaluated by the concerned Chairman of the department to determine their relevance to the changes made in the curriculum (if any). In such a case, the student shall be required to modify the degree plan in order to ensure conformity to the recent curriculum.
7. In case of any deficiency created by relegation shall be made up due to willing relegation will be covered after eighth semester by enrolling as a Casual Student.
8. The maximum duration of the degree program shall remain the same which will be considered from the date of his first semester registration including the relegated semesters.