



**PUNJAB TIANJIN UNIVERSITY OF
TECHNOLOGY, LAHORE**

DOC #: PTUT/ Exams/Frm-005
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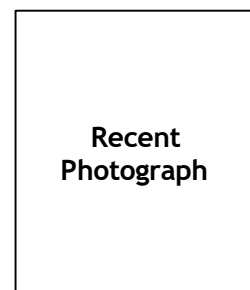
CASUAL STUDENT REGISTRATION FORM

Issue Date: 28-11-2024

in Spring / Fall (_____) Semester

(Before filling 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 with contact No.: _____



(6) Religion: _____ (7) Nationality: _____

(8) Detail of Courses to be taken:

Sr. No.	Course Code	Course Name	Semester	Credit Hrs	Previous Grade	Entry / Session with which Course is Attempted	Department in Which Course is Attempted	Total Credit Hrs. in Current Semester
1.								
2.								
3.								
4.								
5.								

(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 University Statutes, Ordinance, Regulations and Instructions governing the Teaching and Examination for which I am a candidate.

Dated: _____

Signature of the Student

(11) **Certificate – I**

Certified that:

- The particulars of the applicant are correct.
- The applicant has deposited the prescribed fee in the University account.
- 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.

(Incharge UGS)

(12) **Certificate – II**

Certified that:

- The applicant fulfills the conditions for eligibility laid down under the Statutes, University Ordinance, and Regulations in force, in the year of Teaching and Examination.
- 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.

(Chairman/HoD of the Department)

INSTRUCTIONS

1. Students having 'F' Grade in any course will be eligible for registration. Also, students having a letter Grade lower than "C" (i.e. "C-" and "D" only) can register themselves to improve the Grade.
2. An academically deficient Casual Student shall be allowed to get himself registered for as many additional courses with junior classes, such that his total semester load does not exceed **21 credit hours (Fall and Spring)**, provided that contact hours also does not exceed the total number of available work hours per week as well as approved under rules and regulations.
3. If a student registers himself for improvement of a course and completes it, the better grade obtained by him shall be considered for the computation of SGPA and CGPA.
4. In case a student repeats an elective course, which has already been taken, and in case a student takes a new course in lieu of the elective course in which he failed, both the courses along with grades will be reflected on his transcript.
5. The registration, attendance, conduct of examination and result display policies etc. shall be followed as that in case of regular courses of a regular semester. No restriction shall be imposed on the award of letter Grades for these additional courses as being imposed in Summer Semester (i.e. maximum B Grade).
6. Casual students are required to deposit prescribed Fee @ Rs.2500/- per Credit Hours along with Examinations fee @Rs. 1000/-.
7. In case of repetition/improvement of a course, no request for Re-Mid or 'I' grade will be entertained.

Note: *Students, who want to register themselves as a Casual Students for the Courses during the Regular Semester are directed to contact the Chairman of their respective Departments for guidance **before depositing the prescribed fee** to seek assurance whether a course is being offered and whether 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.*