



**PUNJAB TIANJIN UNIVERSITY OF  
TECHNOLOGY, LAHORE**

DOC #: PTUT/ Exams/Frm-006  
Rev #: 00

**WILLING/ FORCED RELEGATION FORM**

Issue Date: 28-11-2024

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

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

Forced Relegation (From Semester \_\_\_\_\_ to \_\_\_\_\_)     Willing Relegation (From Semester \_\_\_\_\_ to \_\_\_\_\_)

**STUDENT'S PARTICULARS**

1. Student 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 No.)

5. Address with Contact No. \_\_\_\_\_

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

\_\_\_\_\_  
Signature and Name of Father/Guardian  
(Attach a photocopy of CNIC)

\_\_\_\_\_  
Signature of Student

**RECOMMENDATIONS OF DEPARTMENTAL SEMESTER COMMITTEE**

Observations (if any) / Recommendations:

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

a. Member 1: \_\_\_\_\_  
(Name and Signature)

b. Member 2: \_\_\_\_\_  
(Name and Signature)

c. Member 3: \_\_\_\_\_  
(Name and Signature)

d. Chairman: \_\_\_\_\_  
(Signature with Stamp)

Recommended and forwarded to the **Controller of Examinations** for Notification.

## **UNIVERSITY RULES GOVERNING FOR RELEGATION**

### **Willing Relegation:**

1. Any academically deficient student can apply to the Chairman/HoD of concerned department for Willing Relegation to lower semester to overcome his academic deficiencies.
2. The Chairman will refer his case to the Departmental Semester Committee (DSC) for appropriate decision. The case will be forwarded to the Controller of Examinations after approval of the concerned Dean for subsequent notification.
3. The Willing Relegation to lower semester can only be availed once during the entire degree program subject to written consent of the parents/ guardians.

### **Forced Relegation:**

1. The student who fails to register himself and/or deposit the regular semester fee & charges before the end semester examination of any semester, he will be treated as dismissed from his regular session. If he is willing for re-admission, he shall apply for Forced Relegation with the junior session.
2. The Chairman will refer his case to the Departmental Semester Committee (DSC) for appropriate decision. The case will be forwarded to the Controller of Examinations, after approval of the concerned Dean, for subsequent notification.
3. The Forced Relegation to lower semester can only be availed once during the entire degree program.

### **Notes:**

1. In all above-mentioned cases, the student will be registered in the same semester with junior class and his 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 case, the student shall be required to modify the degree plan to ensure conformity to the recent curriculum. Also, student will be required to pay the difference of university fee (if any) besides the re-admission fee. The student will have to complete the credit hours as mentioned/ defined for the session in which he has been relegated.
2. The student can be relegated only once during the entire degree program either through Academic Relegation or Willing Relegation or Forced Relegation.
3. In all the above cases the maximum duration of degree program shall remain the same which will be considered from the date of his first semester registration.