Registration Form Repeaters

**Dr. A.Q. Khan Institute Of Computer Sciences & Information Technology, Kahuta**

Campus of

Institute of Space Technology, Islamabad

**SPRING 2022**

**Application Form for registration of Semester**

**(Before filling in this form see overleaf)**

1. Name of the Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(BLOCK LETTERS)**

1. Reg. No: \_\_\_\_\_\_\_\_\_\_\_\_\_ Current Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(BLOCK LETTERS)**

1. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_
2. Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_
3. Contact No. (Res.): \_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_
4. E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_
5. Courses in which he/she to be register for Next Semester:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Course(s) Code** | **Subject Name(s)** | **Pre-requisites** | **Previous Subject Grade****(If Improve)** | **/Improvement****/Relegated****/Promoted****/Willing-Relegation** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

1. Fee deposited: - Amount (Rs.): \_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt No.: \_\_\_\_\_\_\_\_\_\_\_\_\_ Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. I, solemnly declare that the information given above is correct and that I shall abide by the Rules, Regulations of Institute and Instructions governing the Examination for which I am a candidate.

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

Dated: \_\_\_\_\_\_\_\_\_\_\_\_ **Signature of the Candidate**

1. Results have been checked and it is verified that student has cleared/not cleared the pre-requisites for the courses as mentioned above.

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

**(Exam officer)**

1. Certificate – I

Certified that:

1. The subject and grade mentioned by the applicant are correct.
2. The prescribed fee for one subject is Rs. 6000/- per subject in the institute account office.
3. The applicant has been on the roll during the current academic year and has not been debarred from taking the above Examination.
4. The applicant fulfils the conditions for eligibility laid down under the Rules, Regulations of Institute in force in the year of examination.

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

 **(Course** **Coordinator) (Account Officer) (Head of CS Dept) (Controller of Exams. KICSIT)**

**INSTRUCTIONS**

1. Registration Form is for the students who are **Promoted/Relegated/ Improvement/Re-Joining the Semester.**
2. Registration From will be available from the office of the photo state machine.
3. The pre-requisites must be checked before filling the form. Those who fail in the subject which is the pre-requisite of the semester course, then students will have to clear the pre-requisite first and then he/she can register the desired course.
4. Form must be filled correctly and verified by COE office and Course Coordinator before submitting the fee in accounts office.
5. After submission of fee, please submit the form in CoE office immediately along with photocopy of the fee receipt. You must keep a photocopy of the form for your record.
6. If a student is failed to submit the form with in prescribed date, he/she will not be registered in the class/course and he/she will not be allowed to attend the classes/papers.
7. The registration, attendance, conduct of examination, result display policies, etc. during the semester shall be followed as that in case of regular semester.