

**NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH)
SUBJECTS REGISTRATION PROFORMA - SPRING 2019**

IMPORTANT INSTRUCTIONS

1. All fields are required to be filled in **CAPITAL** letters.
2. First of all fill in following fields by using a computer: NUTECH ID, Major Department, Student's & Father's Names, Student's & Father's Present Addresses & Subjects.
2. After filling in the form by using computer, save the PDF form as "NUTECHID-NAME.PDF" (by using your own NUTECH ID and Name).
3. Print it in hard copy, sign it yourself and get it signed by your respective **Student Advisor** and **Subject Advisors** (also fill in the name of Student Advisor and Subject Advisors at respective places).
4. Remember the difference between Student Advisor and Subject Advisors while getting it signed from them.
5. Student's Name and Father's Name must be according to their SSC/O-Level certificate.
6. Student's Address and Parent's Address are to be valid for current term and must be complete in all respect (giving details about House No., Street No., Mohallah/Colony etc.)
7. The approval of **Student Advisor** for each subject is a mandatory requirement, otherwise the student cannot register in that subject.
8. After getting it signed from their **Head of Major Department** and **Dean of Undergraduate Education (DUE)**, students are supposed to submit the proforma in hard copy to Registrar office.

Note: In case, a student fails to submit dues within due date, his/her registration will be put on **Financial Hold**, resulting in his inability to attend the classes until the Financial Hold has been resolved after payment of his/her dues. In case, a student fails to meet criteria of minimum discipline and conduct standards, his/her registration will be put on **Dean's Hold** due to discipline, resulting in his inability to attend the classes until the Dean's Hold has been resolved after necessary corrective actions. In case, a student is suffering from any chronic infectious disease which necessitates proper full time medical treatment of duration exceeding permissible absence limit in class attendance, then his/her registration will be put on **Medical Hold**, resulting in his/her inability to attend the classes.

Student's Data:

NUTECH ID:

Term/Year: Spring 2019

Batch: Fall 2018

Major Department

Student's Name:

Father's Name:

Student's Present Address:

Father's Present Address:

I acknowledge that all data entered here is correct. In case I observe any discrepancy, I shall promptly contact Registrar's office for necessary correction. **Signature:** _____

Subjects Data:

Subject 1: **Student Advisor's Recommendation:** Approved _____ On hold _____

Subject Advisor's Name: _____ **Signature:** _____

Subject 2: **Student Advisor's Recommendation:** Approved _____ On hold _____

Subject Advisor's Name: _____ **Signature:** _____

Subject 3: **Student Advisor's Recommendation:** Approved _____ On hold _____

Subject Advisor's Name: _____ **Signature:** _____

Subject 4: **Student Advisor's Recommendation:** Approved _____ On hold _____
Subject Advisor's Name: _____ **Signature:** _____

Subject 5: **Student Advisor's Recommendation:** Approved _____ On hold _____
Subject Advisor's Name: _____ **Signature:** _____

Learning Community: **Student Advisor's Recommendation:** Approved _____ On hold _____
Subject Advisor's Name: _____ **Signature:** _____

Student Advisor:
Name: _____ **Signature:** _____ **Date:** _____

Reason for each subject (if on hold): _____

Treasurer:
Signature: _____
Date: _____

Chair, Committee on Discipline (CoD):
Signature: _____
Date: _____

Medical Officer:
Signature: _____
Date: _____

Head of Major Department:
Signature: _____
Date: _____

Dean of Undergraduate Education (DUE):
Signature: _____
Date: _____

Registrar:
Signature: _____
Date: _____
