



SPECIALISATION REQUEST FORM

Part: A

To be Filled by the Student

ID Number

Name

Gender

Contact Phone Number

- I hereby acknowledge that I have read & understood the instructions (in Annexure 1 & 2) for filling up this request form.

Specialization Choices:

CGPA	Current Semester		First Choice	Second Choice	Third Choice
	(Please circle your current semester)		Please Enter the Code Number of your Choice as given in the Annexure: 2 Example: CAE/ARCH for Civil and Architecture Engineering section Architecture specialization (Section / Specialization)		
	Pre- Final SEM	Final SEM			

Date:

Signature

Part: B

To be Filled by the Advisor and to be submitted to the Resource Room CE112

- The student has completed **ALL** the Certificate Level Courses. (Please Tick if Correct)
- The instructions for filling up this form were clearly explained to the student. (Please Tick if yes)
- Student **CGPA** at the end of the Certificate Level
- I hereby certify that the student is **eligible** for **Diploma Level**.

Advisor's Name:

Section:

Signature:

Detach here

Part: C

To be Filled by the Advisor and to be detached & handed over to the student

I hereby acknowledge that I have received the specialization choice form from my following advisee.

Student ID:

Form Received on (Date):

Advisor's Name:

Signature:



ANNEXURE : 1

INSTRUCTIONS TO FILL UP SPECIALISATION REQUEST FORM

1. Write your ID Number and Name accurately in **Block Letters**.
2. Rank the specialisation on this form in order of your preference.
3. The list of specialisations and their tentative CGPA is mentioned in Annexure: 2. The CGPA mentioned is the average of last three semesters distributed cut off.
4. Please select and rank only three specialisations from the given list of specialisations by the department. You should select keeping in mind the current CGPA and the possible CGPA you can achieve at the end of the finishing level.
5. You can seek the advice from your advisor for selecting the specialisations and for any other help.
6. Some specialisations are gender specific due to the market demands and are marked "NA".
7. Filling up the form does not guarantee you the required specialisation.
8. The CGPA mentioned in Annexure: 2 may vary marginally due to the number of seats available in each specialisation and the number of students completing the level.
9. If the student fails to achieve the required specialisation, then the department will assign the specialisation according to the CGPA scored by him.
10. The specialisation assigned by the department will be final and not subjected to any change.
11. Pre-Final students filling the form have the right to change their choices when filling the form in their final semester.

DECLARATION

I, _____,

hereby read all instructions carefully and will abide by them.

Signature of the student : _____

ID Number : _____ Date : _____