



### REQUEST TO OFFER A COURSE IN SUMMER TERM

We would like to request the Institute to offer the following course during summer term.

1. Course No., Title & L-T-P-C :

2. Academic Department/ Center :

3. Course is offered to (Programme & Semester) :

4. Type of the Course (Theory / Lab; Compulsory/ Elective) :

5 (a) Name and Signature of the Students who would like to register and do the course in the Summer Term:  
(if space is not sufficient, continue on the reverse/back side of this form)

Name & Roll Number	Signature	Name & Roll Number	Signature

5 (b) Expected Total Number of Students who will register for the course in the Summer Term:

6. Write consolidated reasons why you have not done / it is not possible to do the course during the regular semester (Justification for need to offer in Summer Term) on the reverse/back side of this form

7. Name(s) of the Faculty Member(s) who is/are willing to teach fully / partially, **if any**:

8. I / we hereby inform my/ our consent to teach the course fully / partially in the summer term, if it is allotted to me/us for teaching by the department.

Signature of Faculty Members

9. Recommendation / Remark by the Head of the Department/ Center:

Date:

Signature of Head of the Department/ Center

The above request to offer the course in the Summer Term is **Approved / Not Approved**.

Date:

Signature of Dean of Academic Affairs