

SHIFTING/SWAPPING FORM

Dated:.....

To
The Chairman
SUGC,
IITK

Sub: Request for Shifting/Swapping of Courses between UG and PG Part in Dual Degree

Sir,

I _____ am a DUAL DEGREE (Category-A/B/C) student of Department (UG _____ and PG _____), I want to swap the following courses between the UG Part to PG Part which will improve my CPI:

From my **U.G Part** Roll-number _____ to **P.G Part** Roll-number _____

Sl. No.	Semester	Course-Number	Grade

From my **P.G Part** Roll-number _____ to **U.G Part** Roll-number _____

Sl. No.	Semester	Course-Number	Grade

Undertaking

I understand that Shifting/Swapping of the courses between UG and PG Part is allowed only once according to the Clause 10.2.3 of the UG Manual. Henceforth, I will take the course(s) in rest of the semesters accordingly against my UG and PG Roll No. to fulfil the credit requirements of both the parts UG & PG for completion of my Dual Degree Program.

I, therefore, will not make any request for second time shifting/swapping of the course(s) between UG and PG Part for completion of the graduating requirements.

Based on the above cited conditions, I request you to kindly allow me to shift/swap my courses as mentioned above.

Thanking you,

Your Sincerely
(Signature)

Contact No. _____

Recommendation
Convener, DUGC