

Form for Substitute /Additional Courses for Re-Admitted Students
(Use separate form for each student and submit along with covering letter)

S. No.	Description	
1	Name of the College	
2	College Code	
3	Address of the College	
4	Name of the Student	
5	Hall Ticket Number	
6	Branch Name	
7	Year of First Admission	
8	Year of Detention	
9	Year of Re-Admission	
10	Class for which student is sought for Re-Admission	

11	If Re-Admission is given, Will the student be able to complete the course within 8 years from the date of first admission	Yes / No
12	Reasons for Re-Admission (Lack of Attendance / Lack of Credits)	
13	If the reason for detention is lack of credits, mention whether the student has acquired the required number of credits for Re-Admission as per the regulations?	Yes / No
14	Regulation Change (From Old Regulation to New Regulation) Indicate Regulation Number	From : To:
15	Does the Student has completed all the Mandatory Courses as per the old regulation	Yes / No
16	List of Mandatory Courses to be covered as per the new regulation.	
17	Date of commencement of Class work	
18	Date of application submitted (JNTUH inward date)	
19	Fee Details (Lr. No. A1/Fee for Substitute Subjects / 2021 Dated: 18.08.2021)	DD No : Date: Amount: Bank:

Year	Semester	Branch	Total No. of Credits as per the old regulation (X)	Total No. of Credits as per the new regulation (Y)	Additional Courses		Substitute Courses		For Office Purpose	
					Credit difference between new and old regulations (Z=X-Y)	Proposed Additional Course to meet the credits(Z) in the new regulation	List of Courses repeated in the new regulation	Proposed Substitute Courses for the repeated Courses	Recommendations of the BOS, JNTUH University	Signature of the BOS, JNTUH University
I Year	I Semester									
	II Semester									
II Year	I Semester									
	II Semester									
III Year	I Semester									
	II Semester									
IV Year	I Semester									
	II Semester									

Check List for documents to enclose

S. No.	Documents	Enclosed / Not Enclosed
1	Course Structures of old and new regulations duly signed by the Principal.	
2	Syllabus copies of Substitute Courses and Additional Courses for old and new regulations duly signed by the Principal.	
3	Marks Memos of the students duly signed by the Principal.	
4	Academic Calendar of the College duly signed by the Principal.	
5	Class work commenced Date	
6	Date of application submitted to JNTUH	
7	Demand draft (late fees)	

HOD of the Branch

Principal

Certificate

The details entered in the above table of the student name _____ bearing H.T. No: _____ who is seeking for re-admission are verified and correct.

Date:

Signature of the Principal with seal