



No. CIIT-Reg/ARGA/203/012
COMSATS Institute of Information Technology
Principal Seat; Registrar Office

Subject: Request for Extension

Placed across is the request of extension of Mr. Muhammad Shoaib Bajwa a MS student of CIIT Lahore Campus, duly endorsed by Dean Faculty of Business Administration.

1. The Graduate Program of the CIIT is being governed by Graduate Hand Book approved by the BASAR, Academic Council and Board of Governors of the CIIT.

2. According to the above stated graduate hand book rules, "The BASAR (Now existing Deans) on the recommendation of Advisory Committee/Supervisory Committee, may allow extension in the time limit for completion of MS/PhD degree, provided that such extension is granted for a maximum of one year for MS students and two years for PhD students."

3. In this particular case, following observations have been made:

- The recommendations of Advisory Committee/Supervisory Committee not found.
- Student's application for extension is not attached.
- Reasons for extension not mentioned.
- Student Semesters details is missing.
- Student's Registration Details (As per clause 3.4.1 of graduate handbook rules" Continuous registration is required for all graduate students. They can maintain graduate status each semester by paying fees and officially registering for the courses to be studied. Graduate Students who fail to register are not considered to be the students. However, students may apply for discontinuation of studies on the basis of medical/health difficulties or other emergent situation".)
- The certificate should be produced signed by HoD and duly endorsed by Dean regarding that the student did not remain absent during all this period and has been continuously registering himself in campus.

4. Keeping above in view, it is proposed that the file may be forwarded to concern office to fulfilling the requirements of above mentioned paras.

Arshad
Arshad Mehmood
Assistant Registrar
03 May 2012

Deputy Registrar (Student Affairs)

5. As mentioned, file may be forwarded for rectifications.

6. Additional Registrar

As requested above please.

03/05/2012

7. HoD (MS) Lhr

Kindly include in agenda. All 07/05

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8. Deputy Registrar (SSC)

As discussed in CARC, please proceed.
HoD (MS)

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9. The observations raised in Para 3 on pre page have been addressed and the required documents are attached as detailed below:-

- The recommendations of Advisory Committee/Supervisory Committee (attached as F/A)
- Student application along with reasons and supportive documents (attached as F/B)
- Student Result Card/Semester Details are (attached as F/C)

10. It is verified that the student paid dues and registered himself in each semester from FA08 to SP11. During Fall 2011, his case for time extension was sent in September 2011 to the office of Dean Faculty of Business Administration (FBA). A duplicate copy of the case was again sent in April 2012 on which these observations have been raised.

11. It is therefore, suggested that Ex-Post Facto approval for discontinuation of studies for Fall 2011 may be granted in respect of student Muhammad Shoaib Bajwa bearing Registration No. CIIT/FA08-MSMS-008/LHR so that continuous registration issue may be addressed.

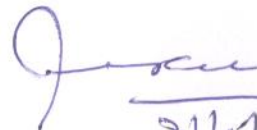
12. Submitted Please.


Dr. Ahmad Kaleem
Head of the Department

13. Deputy Registrar/ISSC

Forwarded for n/a please.

14. DR(SA) CIIT ISB


21/5/12