APPLICATION FOR
REPEAT CIA COURSE ADMISSION

I .... having completed/pursuing the

……………………….………. degree programme from Christ University during the academic years

from………..……………to……………………….with Registration Number……………..………but

being not able to pass the...semester/Trimesters due to low scores in CIA, hereby apply to repeat the failed course as detailed herein. I state that I have gone through all the regulations governing the repeat course and agree that on my enrolling I will abide by all those regulations.

Details of course failed due to low CIA or failed in CIA (Attach the copy of the marks card)

Sem/ Tri	Course	Code	Course Credit	Type of Courses	Reason for the application (Supplementary/ Semester agg. % Improvement)	Amount to pay

*Type of Courses: Theory, Practical, Theory & Practical, Project & Internship

Date   Signature of the Student

Email ID:

Mobile

Number:

For office use only

Remarks/ Approvals from COE:

Date: COE

Fee Remittance Reference:_____

Name of the Tutor assigned:_____

Start date_____End date_____

HOD/Dept Coordinator   Dean

Instructions:

1. Submit the filled in application along with the attested copies of the marks card for the semesters failed due to low CIA to the Office of Examination.
2. After the approval from the Controller of the Examinations (COE) contact Office of IPM for the payment of the fees.
3. Fee for the repeat course will be computed as under:
   a) Annual Fee/No. of courses (both semesters together)= Pro-rata course fee
   b) Pro-rata course fee + 20% (Subject to minimum of 10% of annual fee) =Repeat course fee per Course.
   c) Fee charged is rounded off to the nearest Rs.10.

4. Submit the office copy of the fee challan to the Office of Examinations and your application will be forwarded to the Dean concerned for further action.
5. The Dean shall get the details of the tutor etc., shall ensure the proper compliance of clauses 14 to 16 of the Regulation, obtain the specified documentation and forward the same to the COE. Dean may keep an extra copy for record purpose.
6. COE, after due satisfaction of the compliance as per the Regulation shall authorize the new marks for CIA.
7. Applications made for mark improvement of the courses score will not be accepted