Application for Repeat CIA course admission

I_____, having completed/pursuing the _____degree programme with _____combination from Christ University during the academic years from_____ to _____, with Registration No _____ but being not able to pass the............ semester/s 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 (Attach the copy of the marks card)

Semester	Academic year	Course	Code	Marks Scored in Previous Exams		Mention the Exam year and month
				CIA	ESE	

Date   Signature of the Student   Signature of the Parent

Address:

Email ID:

Mobile Number: Phone:

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   COE

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