

**Christ (Deemed to be University) Bengaluru**  
**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

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 Examinations.
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) 10% of the total Annual fees with a maximum of Rs.10000/- per course (for all UG/PG) and a minimum of Rs.3000/- per course.
  - b) For MBA programmes the CIA repeat fees is fixed as Rs.15000/- per course.
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. Meet the HoD for the details of the tutor to complete the course. After the completion of the course the marks will be forwarded to COE with all supporting documents
6. COE, after due satisfaction of the compliance as per the Regulations shall authorize the new marks for CIA.