



CHRIST (DEEMED TO BE UNIVERSITY) DELHI, NCR CAMPUS
APPLICATION FOR REPEAT CIA COURSE ADMISSION 2025-2026

I _____, having completed/pursuing the _____ degree programme with _____ combination from CHRIST (Deemed to be University) during the academic years from _____ to _____ with Registration Number _____, but not being able to pass the _____ Semesters/Trimesters due to low scores in CIA (I/ II/ III), I 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 the course failed due to low CIA (Attach a copy of the marks card)

| Semester/ Trimester | Academic year | Course | Code | Marks Scored in Previous Exams | | Mention the Exam year and month |
|------------------------|------------------|--------|------|-----------------------------------|---------|--|
| | | | | CIA | ESE/ETE | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Date: _____

Signature of the Student: _____

Address: _____

Email ID: _____

Mobile Number: _____

FOR DEPARTMENT USE ONLY

Name of the Tutor assigned: _____

Signature of Department Coordinator / HOD: _____

FOR EXAMINATION OFFICE USE ONLY

Remarks/ Approvals from Coordinator of Examination: _____

Fee Remittance Reference: _____ Date: ____/____/20____

Start Date: ____/____/20____ End Date: ____/____/20____

Date: ____/____/20____

Coordinator of Examination: _____

INSTRUCTIONS FOR COMPLETING THE CIA REPEAT PROCESS

1. Submit the filled-in CIA repeat application to the Office of Examination, along with the failed semester marks card on or before the last date.
2. **The students who passed ESE but failed the aggregate due to low CIA score are only eligible to apply for the CIA repeat (Not applicable for 70:30 programs).**
3. After obtaining approval from the Head of the Department or Department Coordinator, contact the Office of Examination to pay the Repeat CIA fee.
4. The fee for the repeat course will be calculated as follows:
 - a. 10% of the total annual fees, with a maximum of **Rs. 10,000** per course and a minimum of **Rs. 3,000** per course for all **UG/PG programs**.
 - b. For **MBA** programs, the CIA repeat fee is fixed at **Rs. 15,000 per course**.
 - c. For courses requiring only **submission/dissertation/project/seminar and practical** courses, the examination fee is **Rs. 2,500**.
5. Students must fill in and submit the form to the Office of Examination for all UG/PG programs.
6. The Head of the Department must authorize the new marks for CIA after verifying compliance with the regulations.
7. After the completion of the course, the student has to submit the following documents:- **a) Library work report signed by librarian. b) Library work. c) CIA course report (CIA1, CIA2 and CIA3).**
8. Students must complete the Theory Repeat CIA Process within a minimum of **15 days** or a maximum of **30 days** from the date the office sends an email to initiate the Repeat CIA process. If not, the student's application will be rejected, and they will need to reapply after the deadline.
9. For Practical subjects, the CIA Repeat Process must be completed within a minimum of **7 days** or a maximum of **10 days**. If the student fails to complete the submission, then he/she will have to re-do the whole process again by applying & paying the fee for the repeat the CIA.
10. Students can make the payment at the examination office using a **debit card or UPI only.**