



CHRIST

(DEEMED TO BE UNIVERSITY)

BANGALORE | DELHI NCR | PUNE

CHRIST (DEEMED TO BE UNIVERSITY) DELHI, NCR CAMPUS

Application for Repeat CIA Course Admission – July 2026

Instructions for CIA/MDC Repeat

1. Submit the duly filled repeat CIA application form along with a copy of the failed semester marks card (for courses failed due to low CIA marks) to the Office of Examinations.
2. Only students who have **passed the End Semester Examination (ESE) but failed the course due to insufficient aggregate marks caused by low CIA scores** are eligible to apply for a CIA repeat.
 - **Note:** This provision is **not applicable to 70:30 programmes**.
3. After obtaining approval from the head of the department (HoD)/department coordinator, contact the Office of Examinations to complete the fee payment process. Students can make the payment using a Debit card or UPI only
4. The CIA/MDC repeat fee shall be charged as follows:
 - a. **UG/PG Programmes:** 10% of the total annual fee, subject to a **minimum of ₹3,000** and a **maximum of ₹10,000 per course**.
 - b. **MBA Programmes:** ₹15,000 per course.
 - c. **Multidisciplinary Courses (MDC):**
 1. Repeating the course **within the same academic year:** ₹6,000 per course.
 2. Repeating the course **in the subsequent academic year:** ₹10,000 per course.
 - d. **Courses requiring only submission/dissertation/project/seminar or practical courses:** ₹2,500 per course.
5. After payment, submit a copy of the fee challan along with the application to the Office of Examinations.
6. Upon completion of the CIA repeat, submit the following documents, duly approved by the concerned authority: **Library Work Report signed by the librarian; Library Work; and CIA Course Report (CIA 1, CIA 2, and CIA 3).**
7. The assigned faculty will submit the CIA repeat work report along with the marks evaluation report to the office of examinations.
8. After verifying compliance with the university regulations, the coordinator of examinations will authorize the revised CIA marks, which will then be updated in the examination records.
9. The entire CIA repeat process **must be completed within 30 days** from the date of application/fee payment. Applications that remain incomplete beyond 30 days will **not** be processed further.
10. For practical subjects, the CIA repeat process must be completed within a minimum of 7 days or a maximum of 10 days.
11. If a student fails to complete the CIA Repeat process within the stipulated period, the application will lapse. The student must **reapply and pay the applicable fee again** to initiate a fresh CIA repeat process.
12. Students are advised to carefully read the **CIA Repeat Regulations** available on the CHRIST (Deemed to be University), Delhi NCR Campus website to understand the complete procedure and regulations governing the CIA Repeat process.



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I _____, having completed/pursuing the _____ degree programme with the _____ combination from CHRIST (Deemed to be University) during the academic years from _____ to _____ with Registration Number _____ but being not able to pass the _____ Semesters/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 (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: _____

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: _____