

Dear Students

Students of the 2024 and 2025 batches who have applied for the supplementary examination of Holistic Education and Development (HED) are required to follow the guidelines outlined below:

The Office of Examinations will forward the list of applicants to the respective Head of the Department, who will in turn assign a faculty tutor to supervise and guide the Repeat CIA process of HED.

As part of the Repeat CIA requirements, students must complete a total of 15 hours of guided work in the library under the supervision of the assigned tutor, with a maximum of three hours permitted per day. The library work may begin only after receiving approval from the tutor.

Students must maintain proper documentation of their library activities along with a daily log. A written report summarising the work completed, resources referred to, and learning outcomes must be submitted as evidence of the completion of these hours. Additionally, students are required to complete three handwritten assignments related to the HED module, which will be assigned by the tutor.

All assigned work—including the 15 hours of library learning and the three handwritten assignments—must be completed on or before **January 24, 2026**. Failure to complete the requirements within the stipulated timeline will result in the cancellation of the Repeat HED. Upon completion, the tutor will evaluate the assignments, verify the library attendance records and documentation, and forward the evaluated marks to the Office of Examinations for further processing.

Regards
Office of Examinations