

Standard Operating Procedure (SOP) for Students
CIA Repeat Application
(CHRIST (Deemed to be University), Pune Lavasa Campus)

CIA Repeat Regulations

- Students failing a course due to low CIA scores or overall failure are eligible to apply.
- Applications must be submitted in print with a copy of the marks card to the Office of Examinations.
- Do not make any payment until you receive a confirmation email.
- Verified applications will be forwarded to the respective HoD/Academic Office for tutor allocation.
- Maximum 2 courses can be repeated at a time.
- Each CIA Repeat follows a 30-hour tutorial system (max 2 hours/day per subject).
- The 30 hours include: tutorials, assignments, library/self-work, and assessments.
- If a course has been revised or replaced, you must complete the syllabus applicable to your batch.
- All CIA components must be completed within 30 days under the assigned tutor's supervision.

1. Who Should Apply?

- Students absent or not meeting the minimum passing criteria in CIA components.
- Students failing only the CIA component (not End Semester Examination).

2. Application Process

- Notification:
 - Examination Office will send an official email when applications open.
- Application Form:
 - Apply using the Google Form link provided.
- Submission of Documents
 - After submitting the Google Form, you will receive an email copy of your filled application with the heading "CIA Repeat Application Form".
 - A separate form copy will be generated for each subject applied.
 - Take a printout of the form(s) received in your email.
 - Attach a copy of your marks card for the respective semester/trimester.
 - Submit the hard copy to the Examination Office before the deadline.

3. Application Review

- Examination Office will:
 - Verify eligibility.
 - Approve/reject the application.
 - Send confirmation by email.
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4. Fee Payment

- If approved:
 - You will receive an email with the fee amount (per subject) and a payment link.
 - Pay separately for each subject before the last date.
- ⚠ *Note: Do not make payments for CIA-based ESE courses without confirming with Exam Office.*
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5. Tutor Allocation

- After payment confirmation:
 - A tutor will be assigned by your department.
 - You will receive tutor details via email.
 - Student responsibilities:
 - Meet your tutor within 3 working days.
 - Complete the process within 1 month.
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6. CIA Repeat with Tutor

- Structure:
 - 30 hours total (10 tutorial hours + 20 library/self-work).
 - The 30 hours must be completed within 30 days, with a maximum of 2 hours per day (including tutorials and library/self-work).
 - Tutor will:
 - Share a 30-day course plan (approved by HoD).
 - Conduct assessments, assignments, and evaluations.
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7. Assessments

- Methods may include:
 - Assignments, tests, viva, presentations, or other approved methods.
 - Must be completed within one month.
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8. Completion & Marks

- Tutor submits reports to Academic Office.
 - Examination Office updates final marks in official records.
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9. Important Notes

- CIA Repeat is a one-time provision.
 - Attendance in current classes is still mandatory.
 - Ensure timely completion of all steps: application, fee payment, and tutor meetings.
 - Missing deadlines → loss of eligibility.
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Student Checklist

1. Wait for email notification.
2. Fill Google Form → check email heading with “CIA Repeat Application Form” → print form copy → attach marks card → submit hard copy to Exam Office..
3. Check approval mail → pay fees online.
4. Receive tutor details → meet tutor within 3 days.
5. Follow 30-day plan → complete assignments/assessments.
6. Tutor submits marks → Exam Office updates records.

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CIA Repeat Process of Students - Steps wise

Step 1: Notification

Wait for official email notification from the Examination Office when applications open.

Step 2: Application

Fill the Google Form provided in the email.

Step 3: Submission

Print the filled form, attach a copy of marks card, and submit hard copy to Exam Office.

Step 4: Approval

Exam Office verifies eligibility and sends confirmation email.

Step 5: Fee Payment

Pay fees online only after approval mail. Payment is per subject.

Step 6: Tutor Allocation

Receive tutor details by email. Meet tutor within 3 working days.

Step 7: CIA Repeat Process

Complete 30 hours (10 tutorial + 20 self-work) within 30 days. Max 2 hours/day.

Step 8: Assessments

Complete assignments/tests/viva as guided by tutor within one month.

Step 9: Completion

Tutor submits reports → Academic Office → Exam Office updates marks.