APPLICATION FOR REPEATING MULTIDISCIPLINARY COURSE

Name:

Register number:

Programme:

Section:

Details of Multidisciplinary course failed:

Semester	Academic year	Multidisciplinary Course Name	Code	Total Marks Scored in Previous MDC Exam	Mention the Exam year and month

Date   Signature of the Student

Address:

Email ID:

Mobile Number:

For office use only

Remarks/ Approvals from COE:

Date:_____   COE

 Fee Remittance Reference:_____

Name of the Faculty Assigned:_____

Start date_____End date_____

HOD/Dept Coordinator

Please see overleaf for instructions

Instructions:

1. Contact the front desk at the Office of Examination for the payment challan.

2. Fee for the repeat MDC course is as follows
   a) Rs. 6000/- for each MDC course for the first attempt.
   b) Rs. 10000/- for each MDC course for the subsequent attempts (Also applicable for 1st semester MDC Repeat)

3. Make the payment at South Indian bank or at the office. Please note that no cash payment is accepted at the office. Mode of payment at the office is only through Debit or credit card or through UPI

4. Submit **two copies** of filled in application along with the copies of the marks card for the semester failed in MDC and the copy of the fee paid receipt at the front desk at the office of Examinations

5. After the approval from the official concerned one copy of the application will be forwarded to the Head of the Department that offered the MDC course.

6. Contact the Head of the Department that offered the MDC course to get the name of the faculty allotted as supervisor/tutor of the repeat course.

7. Under the supervision of the tutor, the applicant has to complete 30 hours of tutorials consisting of 10 hours of contact classes and 20 hours of assignments to be completed in the library.

8. Students shall submit the library attendance report from the KP and the report of work done in the library to the faculty concerned.

9. The assessments consist of three components i.e. CIA 1 and 2 for 20 marks each and CIA 3 for 50 marks which would be a written examination. Please **note that CIA 1 and 2 and other assignments completed in the library should be in written format.**

10. After the completion of the course within 30 days from the date of application the tutor submits the details of the repeat course done along with all assignments, library attendance report, library work done report and the answer script of CIA 3 to the Office of Examinations

11. After due satisfaction of the compliance as per the Regulation, the official concerned shall authorize the new marks for CIA and update in the system.