CHRIST (DEEMED TO BE UNIVERSITY) DELHI, NCR CAMPUS

APPLICATION FOR REPEAT CIA COURSE ADMISSION 2024-2025

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 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/ 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.

2. After obtaining approval from the Head of the Department or Department Coordinator, contact the Office of Examination to pay the Repeat CIA fee.

3. 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.

4. Students must fill in and submit the form to the Office of Examination by July 31, 2024, for all UG/PG programs.

5. The Head of the Department must authorize the new marks for CIA after verifying compliance with the regulations.

6. Students must complete the Theory Repeat CIA Process within a minimum of 15 working days or a maximum of 30 working 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.

7. For Practical subjects, the CIA Repeat Process must be completed within a minimum of 7 working days or a maximum of 10 working days. If not, the student's application will be rejected, and they will need to reapply after the deadline.

8. Students can make the payment at the examination office using a debit card or UPI.