



NEHRU MEMORIAL COLLEGE

(Autonomous, Accredited with 'A' Grade by NAAC & Affiliated to Bharathidasan University, Tiruchirappalli)

Puthanampatti-621007, Tiruchirappalli- District

APPLICATION FORM FOR RE-DOING OF Continuous Internal Assessment (CIA) (To be filled by the Candidate)

1	Name of the Candidate With class (in BLOCK LETTERS)	
2	Name of the Degree with Programme	
3	Roll Number	
4	Register number	
5	Details of Re-Doing of CIA	
	Course Title(s)	Course Code(s)
6	Signature of the candidate with date	
7	Recommendation and Signature of the Course Teacher	
8	Recommendation and Signature of the HOD	
9	Recommendation and Signature of the Coordinator (For SF students only)	
7	Recommendation and Signature of the Principal	
9	Fees to be paid (To be filled by O/o the COE)	

[P.T.O]

GUIDELINES FOR APPLYING RE-DOING OF CIA

- Application Form for Re-Doing of CIA is available at the O/o the COE/website (www.nmc.ac.in).
- The application is to be filled by the candidate and it should be recommended and signed by the Course Teacher, HOD, Coordinator (for SF programme students only) and Principal.
- The duly completed application form is to be submitted at the O/o the COE.
- The O/o the COE staff will calculate and write the fees to be paid by the candidate in his/her application form in the space provided.
- After remittance of the fees the student must submit the application form along with original fee receipt at the o/o the COE. A photocopy of the application form and fees receipt will be given to the student. The students are advised to keep the photocopy safely until publication of Re-Doing Result of his/her CIA.
- Further, the students are advised to contact the Course Teacher for writing the prescribed number of CIA tests and Assignments on the dates suggested by him/her.
- The Course Teacher is instructed to hand over all the CIA test papers and Assignments along with statement of marks at the O/o the COE.
- **The students are instructed to complete the Re-Doing of CIA course code(s) in the next Semester itself in order to get the Degree on time.**

Fees for Applying Re-Doing of CIA: Rs. 750/=

CONTROLLER OF EXAMINATIONS