BHARATHIYAR ARTS & SCIENCE COLLEGE FOR WOMEN (AUTONOMOUS)

NAAC A+ Grade with CGPA 3.43 (Cycle - 2) & IIC 4**** Reg U/S 2(f) & 12 (B) of UGC Act 1956.
Deviyakurichi, Thalaivasal(Tk), Salem(Dt), Pin-636112. Phone - 90476 73999.

Re – Test / Improvement Test Form for CIA

Date: _____/ _____/ _____

Registration Number

Name of the Student

Department

Semester

Section

Reasons for absence in Regular CIA Test (all supporting documents need to be enclosed)

1) Medical Grounds ☐

2) On-Duty (Participation in Academics/Sports/Placement/NCC/NSS) ☐

3) Major family functions / Condolence ☐

4) Others _____ ☐

List of Courses taking up Re-Test / Improvement Test (*Kindly tick whichever is applicable)*

S.No	*Course Code*	*Course Name*	*Re-Test*	*Improvement Test*
1.			☐	☐
2.			☐	☐
3.			☐	☐
4.			☐	☐
5.			☐	☐
6.			☐	☐
7.			☐	☐

Recommendations (Signature) from the concerned Course Handling Faculty

Signature of the faculty	Signature of the faculty	Signature of the faculty	Signature of the faculty	Signature of the faculty	Signature of the faculty	Signature of the faculty	Signature of the faculty
Course Code	Course Code	Course Code	Course Code	Course Code	Course Code	Course Code	Course Code

All the above details, enclosed documents are verified and recommended.

Academic Dean

HOD

Guidelines

Submission of Application Forms

Candidates shall submit the duly completed Re-Test / Improvement Test application form, having the signatures of all the concerned authorities, to the respective Department Test Coordinator within the prescribed deadline.

Special Cases

1. Candidates Withheld from CIA Tests for Administrative Reasons

Candidates who have been prevented from appearing for a CIA Test due to administrative reasons must obtain prior approval from the respective Head of the Department, Dean – Student Affairs, and the Principal before submitting the application form.

2. Malpractice and Suspension Cases

Candidates who have been penalized for examination malpractice or placed under suspension in connection with any particular CIA Test or all CIA Tests shall not be permitted to appear for the corresponding Re-Test / Improvement Test / Bulk Re-Test.

Deadline for Submission of Application Forms

The Office of the Controller of Examinations shall publish a detailed schedule specifying the application submission deadlines before the commencement of each CIA Test.

The general deadlines for submitting applications for Re-Test / Improvement Test / Bulk Re-Test shall be as follows:

- **CIA 1 and CIA 2:** Applications must be submitted at least five working days before the commencement of the subsequent CIA Test.

Note: Any modifications to the above deadlines or procedures shall be communicated by the Office of the Controller of Examinations through official circulars or other appropriate modes of communication.

Payment Link / QR Code for Improvement Test

PAYMENT LINK: **QR CODE**

Proof of payment to be attached along with the Form