



**PAAVAI ENGINEERING COLLEGE, NAMAKKAL - 637 018.
(AUTONOMOUS)
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

APPLICATION FOR CIA REEXAMINATION / IMPROVEMENT

1	Name of the Student			
2	Register Number			
3	Year / Dept./Section			
4	Reason for absence for Regular CIA Test (supporting documents should be enclosed)	1	Medical Grounds	<input type="checkbox"/>
		2	Sports Participation/Practice	<input type="checkbox"/>
		3	On - Duty (Academics/Placement/NSS)	<input type="checkbox"/>
Name of the courses for which the re-examination / improvement is requested (Tick whichever is applicable)				
S.No.	Course Code	Course Name	Re-Exam I / II	Improvement Exam
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>

Recommendations of the concerned course incharges

<i>Course 1</i>	<i>Course 2</i>	<i>Course 3</i>	<i>Course 4</i>	<i>Course 5</i>	<i>Course 6</i>	<i>Course 7</i>
<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>	<i>Signature of the faculty</i>

Date :

Signature of the student

The mentioned reasons and enclosed proof are verified and found correct.	Recommended	Approved
	CLASS COORDINATOR	HEAD OF THE DEPT.

For COE Office Use

Department Exam Coordinator

COE

INSTRUCTIONS

1. The duly filled application along with the supporting documents should be submitted to the COE office through the department exam coordinator within the stipulated time as mentioned by the COE office.
2. The students who have been booked under malpractice and suspended due to in-disciplinary activities are not eligible for CIA reexamination/improvement.
3. The syllabus coverage for the reexamination of the respective CIA test remains the same, whereas for the CIA improvement examination covers the entire syllabus.

Note : Any changes in the above guidelines will be intimated by the Office of the Controller of Examinations, if deemed necessary