



MADRAS CHRISTIAN COLLEGE

(Autonomous)

Tambaram East, Chennai - 600 059, India

Dr. Annet Pearl

Dean of Student Affairs

NOTICE

ISSUE OF REPEAT SEMESTER FORMS

2023 – 2024 (Even Sem)

(Aided Stream & Self Financed Stream)

Repeat Semester forms will be issued to passed out UG and PG students who have to repeat semester **II / IV / VI** due to lack of attendance . The application form will be available in the **Student Records office from 14th November 2023**, onwards. The form, duly filled and after paying the fees should be submitted in the Student Records office **before 21st November 2023**. Classes commence on **22nd November 2023**. Applications will not be received after 21st November 2023.

Date : 10.11.2023




10/11/23
DEAN OF STUDENT AFFAIRS

REPEAT SEMESTER FORM

INSTRUCTIONS

1. This form is **applicable to passed out student only, who could not appear for the ESE due to shortage of Attendance.**
2. Please fill up all the details regarding **NAME, CLASS, MOB No., REG No., YEAR OF JOINING and SEMESTER** to which this form is applicable.
3. Please fill up your **Subjects details** and get the signature of the **Head of the department.**
4. Approach the **Bursar's Office** for clarification on the fees and fills up the details of **Total fee and Date** accordingly.
5. After you have finished all the above steps sign the form and submit to the **Student Record's Office.**
6. Form will be approved after verifying attendance of the semester.

The Process



Attachments

1. **Copy of the receipt** after paying the fees from the Bursar's office