**REPEAT SEMESTER FORM**

**INSTRUCTIONS**

1. *This form is* ***applicable to students who are passed out, who could not appear for the ESE due to shortage of Attendance****.*
2. *Please fill out all the details regarding NAME, CLASS, MOB No., REG No., YEAR OF JOINING and SEMESTER to which this form is applicable.*
3. *Please fill out 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 out 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.*

**TheProcess**

**Attachments**

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

**MADRAS CHRISTIAN COLLEGE (AUTONOMOUS)**

**APPLICATION FOR REPEAT SEMESTER – 2023-2024 (ODD Sem – I / III / V)**

**(Aided Stream & Self Financed Stream)**

Name: Class & Group:

Registration No.:Year ofJoining:

Mobile No.:Semester: I/II/III/IV/V/VI-

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Title of the Subject** | **Signature of the Staff** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |

 Signature of the HOD

Total fee paid:

Receipt No.:

Date of Payment:

Date of Submission:

Signature of the Student Signature of DSA

Attachment: Copy of Payment receipt (Yes or No) –