


**SONA COLLEGE OF TECHNOLOGY, SALEM
(Autonomous)
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

REQUISITION FORM FOR RE –TEST / IMPROVEMENT TEST (CIE)

Retest Permission for (tick the concerned category)	<input type="checkbox"/> CIE Test – 1	<input type="checkbox"/> CIE Test – 2	<input type="checkbox"/> CIE Test – 3
Name of the Student			
Degree and Department		Section	
Register Number		Semester	
Reasons for absence in CIE Test (all supporting documents need to be enclosed)	1) Medical Grounds <input type="checkbox"/> 2) On-Duty (Participation in Academics/Sports/Placement/NCC/NSS) <input type="checkbox"/> 3) Major family functions / Condolence <input type="checkbox"/> 4) Others _____		
Online Payment		https://imjo.in/xQ7cJK	

Permission to take up the Retest

S.No	Course Code	Course Name
1)		
2)		
3)		
4)		
5)		
6)		

Improvement Test

S.No	Course Code	Course Name
1)		
2)		
3)		
4)		
5)		
6)		

All the above details and enclosed documents are verified.

Class Counselor

Recommended by the HOD

Dean -Student Affairs

COE