

Vidya Vikas Education Trust's
VIDYA VIKAS UNIVERSAL COLLEGE, MUMBAI- 400 064

APPLICATION BY A STUDENT SEEKING PERMISSION TO APPEAR FOR THE
ADDITIONAL CLASS TEST ON ACCOUNT OF ABSENCE AT THE REGULAR CLASS TEST
UNDER THE INTERNAL ASSESSMENT SCHEME
(20 -20) OF _____ PROGRAM

Appl. No.: _____

Date: _____

To,
The Principal,
Vidya Vikas Universal College
Malad (West),
Mumbai 400 064

Sub.: Permission for appearing for the **ADDITIONAL CLASS TEST** at the Internal Assessment of Semester I / II / III / IV / V / VI Examination of _____ Program.
(strike off whichever is not applicable)

Sir,

I, Mr./Ms. _____ student of _____ class bearing Roll No. _____ and Seat No. _____ was absent for the **REGULAR CLASS TEST** conducted as part of the Internal Assessment at Semester I / II / III / IV / V / VI Examination of _____ Program as per details given below:

Date	Subject	Date	Subject

The reason of my absence at the examination is:

a. Medical Ground: _____

b. Any other (Please specify): _____

Attached along with is/are the following document/s: (Strike off whichever is not applicable)

- a. For absence on medical ground (if absence is of max 3 days): Pathology Report (if available), Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.

- b. For absence on medical ground (if absence exceeds 3 days): Pathology Report/ Any other report supporting the reason for absence, i.e. admit & discharge card/X-ray report, Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.
- c. For absence on account of travel for some personnel/religious purpose: Original copy of the Tickets of travel based on the mode of travel - Train Ticket/Bus Ticket/Boarding Pass.

For any other reason: Related documents

I am aware that the submission of this letter with/without the documents does not imply or establish my right to appear for the additional examination and that the college authorities have every right to reject the application if the reason/s for absence is not found suitable/valid. It shall be my sole responsibility to see the notice boards and verify if my request for appearance for additional examination has been approved or not.

I further state that the information provided above is true and correct and that the college authorities can take disciplinary action against me for providing any incorrect/misleading information.

Yours truly,

Name & Signature of the Student
Contact No: _____

I state that the information provided above is true and correct.

Name & Signature of the Parent/Guardian

FOR OFFICE USE ONLY

Received application form from Mr./Ms. _____
seeking permission to appear for the additional class test on account of absence at the class
test under the *internal assessment scheme* (20 -20) of _____program.

Dated signature of the clerk

