

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

APPLICATION BY A STUDENT SEEKING PERMISSION TO APPEAR FOR THE
ADDITIONAL SEMESTER END EXAMINATION ON ACCOUNT OF ABSENCE AT THE
REGULAR SEMESTER END EXAMINATION CONDUCTED IN FIRST / SECOND HALF OF
(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 SEMESTER END EXAMINATION** of Semester I / II / III / IV Examination conducted in First / Second Half of 20 ___ 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 **SEMESTER END EXAMINATION** conducted as part of the Semester I / II / III / IV 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 grounds (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 grounds (if absence exceeds 3 days): Pathology Report/ Any other report supporting the reason for absence i.e. admit & discharge card/X-ray report etc. Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.

- c. For absence because 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.

- d. 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 will be my responsibility to see the notice boards and verify if my request for appearance for additional examination is approved or not.

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

Yours truly,

Name & signature of the Student

Contact No. _____

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

Name & signature of the Parent/Guardian

FOR OFFICE USE ONLY

Received application form from Mr./Ms. _____
seeking permission to appear for the additional Semester End Examination on account of
absence in the subject/s of _____ at sem. _____ of _____ program.

Dated signature of the clerk