



**RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY
KIRUMAMPAKKAM, PUDUCHERRY**

APPLICATION FOR CLAIM OF ATTENDANCE ON MEDICAL GROUNDS

Date of application:

From

**To,
The Principal,
Rajiv Gandhi College of Engineering and Technology
Puducherry**

THROUGH THE HEAD OF THE DEPARTMENT

Respected Sir,

I could not attend my regular classes from _____ to _____ (both days inclusive) on account of the following illness : _____

_____.

Medical Certificate dated _____ issued by
Dr. _____ as required by rules is herewith attached.

Yours faithfully,

(Signature of Student)

(Countersign of Parent/ Guardian)
(P.T.O.)

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Rules:

1. Fully completed and signed application form should be submitted to the office of the Principal through the Head of the Department concerned during office hours on any working day within **THREE DAYS** of resuming attendance.
2. An official receipt will be given by the office on submission of application. The receipt should be preserved by the student.
3. Medical Certificate without specifying the exact dates will not be accepted.
4. If student is absent for more than three days, details of medical report – pathology test, X-ray reports etc. should be submitted.
5. Candidates who secure overall attendance greater than 60% and less than 75% alone will be eligible for condonation of attendance on medical grounds.
6. Medical Certificate should be issued by a medical officer not below the rank of Assistant Director.

1999 - 2024