

**Shri Vile Parle Kelavani Mandal's
NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS, MUMBAI 400 056**

FORMAT OF THE LETTER TO BE SUBMITTED BY A STUDENT WHO IS SEEKING
PERMISSION TO APPEAR FOR THE ADDITIONAL CLASS TEST / ON ACCOUNT OF ABSENCE
AT THE CLASS TEST UNDER THE INTERNAL ASSESSMENT SCHEME (20 - 20)

To,
The Principal,
Narsee Monjee College of Commerce & Economics,
Mumbai 400 056.

Sub.: Permission for appearing for the additional class test at the Internal Assessment of
Semester I / II / III / IV / V / VI Examination.

Sir,

I, Mr./Ms. _____ student of _____
class bearing Roll No. _____ and Seat No. _____ was absent for the class test
conducted on _____ as part of the Internal Assessment at Semester I / II / III
/ IV examination.

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 etc. 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.

d. For any other reason: related documents:

- _____
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- _____
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- _____
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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

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

Name & signature of the Parent/Guardian