

**SVKM's Narsee Monjee College of Commerce and Economics
(Empowered Autonomous)
Vile Parle (West), Mumbai - 400056**

1st September, 2026

**NOTICE
JUNIOR COLLEGE
FYJC**

The parents of students who missed FYJC I Unit Test conducted between 1st September, 2026 to 3rd September, 2026 due to representing college in sports competitions/medical grounds/late admission should submit duly filled form attached to this notice along with relevant documents latest by 4th September, 2026.

for B.V.

**Ms. Bhavana Menon
Vice Principal**

SHRI VILE PARLE KELAVANI MANDAL'S
(Jr. College Name)

APPLICATION FORM FOR CONSIDERATION OF ABSENCE DURING EXAMINATION

Date: ____ / ____ / ____

To,
The Principal

____ Junior College

I, _____, request you to kindly consider my case for the examination which I could not appear for due to the reason mentioned below.

1. Student Details

Class: ☐ FYJC ☐ SYJC (tick whichever is applicable)

SAP No.: _____ Roll No.: _____

Mobile No.: _____ Email ID.: _____

Subject details in which absent

Sr. No.	Name of the subject

2. Reason for Absence (Tick ✓ appropriate reason)

- ☐ Representing College for Sports Competition (With permission)
☐ Representing College for Intercollegiate Competition / Official Event
☐ Medical Reasons
☐ Death of Close Relative

3. Documents Attached (Tick ✓)

- ☐ Medical Certificate
☐ Letter from Sports / Event In-charge
☐ Permission Letter from College Authority
☐ Death Certificate / Supporting Proof

4. Undertaking by Student

I hereby declare that the information given above is true and correct. I understand that permission to appear for the re-examination / consideration will be granted only as per college rules and decision shall be final and binding on me.

Signature of Student: _____

5. Parent / Guardian Consent

I hereby confirm that my ward could not appear for the examination due to the reason mentioned above. I request the college to kindly consider the case as per rules.

Name of Parent / Guardian: _____

Signature: _____

Mobile No.: _____ Email Id.: _____

6. Remarks

Examination Committee / Vice Principal: _____ Signature: _____

Application Status: Approved / Not Approved

Principal Signature: _____