

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

APPLICATION FOR MEDICAL LEAVE

<u>FOR OFFICE USE ONLY</u>
Date From _____ to _____
Number of working days _____
Reason : _____
Remark : _____
Sign _____

From Mr./Miss. _____

Class: _____ Div. _____ Roll No. _____

Address: _____

Date: _____ Contact No. : _____

Student Number: _____

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

Dear Sir,

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

I have remained partially / totally absent from the _____ Examination / Test held on _____ to _____ on account of the following health problem.

_____ Medical Certificate dated _____ issued by Dr. _____

as required by the rule is attached.

Any other reason of Absentee other than Medical reason:

Yours faithfully,

(Signature of Student)

(Countersign of Guardian)

Rules:

1. Fully completed and signed application form along with photocopy of medical certificate should be given in office during office hours on any working day within **THREE DAYS** of resuming attendance.
2. The medical certificate submitted does not amount attending classes or examination or test. It only explains the medical condition of student.
3. Medical Certificate without specifying the exact dates should not be accepted.
4. If student is absent for more than three days, photocopies of medical report –pathology test, X-ray reports etc. should be submitted.
