



C.V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR
OFFICE OF THE DEAN ACADEMICS
NOTICE

Ref. No-CVRCE/DEAN-AP/66/14 /19

Date-12.07.2019

Sub: Submission of Representations for concession of attendance.

The students of 2nd/3rd/4th year, **B. Tech programme** who want to make representations for availing 10% concession of attendance on the following.

1. Medical ground
2. Critical Humanitarian or compassionate ground
3. Institution's representation

The students desiring to avail above mentioned scope are required to submit their representations in the prescribed format (available in the Dean academics' office) along with appropriate documents in the office of the Dean Academics, so as to place the representations before the appropriate Authority for scrutiny and approval of the same.

Moreover, the students seeking concession in attendance due to medical reason are required to submit valid prescription and fitness certificate along with valid Medical Certificate **within 7 days of resuming his/her classes. Beyond the scheduled date no representations will be entertained. In case of prolong disease/critical illness the undersigned may be informed well in advance officially through the concerned mentor.** The cases of students with absence period of less than one week due to medical reason will not be considered by the medical board except any emergency.

Further, all students should note that under any circumstances a student will not be allowed to appear in the end Semester examinations in a subject in which his/her attendance is **less than 65%**.


DEAN ACADEMICS

Copy to Principal's/ DSW
All Heads & Deans
Notice Boards: All
PRO with a request to display it in the college website.
File copy