



**C.V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR  
OFFICE OF THE DEAN FIRST YEAR  
NOTICE**

**Date-30.11.2019**

**Sub: Submission of Representations for concession of attendance.**

The students of 1<sup>st</sup>, semester **B.Tech** who wants to represent their representations for concession of attendance due to Medical ground/Critical case/Institution's representation are required to submit their representations in the prescribed format (available in the Dean first year office) along with appropriate documents to the Dean first year office on or before **03.12.2019 afternoon** so as to place the representations to the medical board and committee for checking up of genuineness and approval of the same. Moreover, the students seeking attendance due to medical reason are required to submit valid prescription and fitness certificate.

Students with absence period of less than one week due to medical reason will not be considered by the medical board.

  
30.11.2019  
**DEAN FIRST YEAR**

**Copy to:** Chairman's Office, Principal's/Vice-principal Office, DSW  
HODs-AEI/CH/CIVIL/CSE/EE /ETC/IT/ME/PHY/CHEM/HSS/MATHS/MR/MBA  
Notice Boards: All,  
**Mr.Swadhin Kumar Nayak is requested to upload in the college website**