



Ref.No-CGU/AC/10/177/25

Date: 24.11.2025

NOTICE

**SUBMISSION OF MEDICAL CERTIFICATE IN LIEU OF
SHORTAGE OF ATTENDANCE**

The students who have found not eligible for appearing mid semester Examination due to attendance criteria, medical reason or having less than 75% attendance till **28.11.2025** due to medical issue, are hereby instructed to submit the medical certificate in the prescribed application form. The attendance criteria for the eligibility to appear the end semester examinations will be considered till 06.12.2025.

The last date of submission of the application form is **29.11.2025**. The medical board will evaluate the application, and attendance will be considered based on the approval of medical board and designated attendance criteria as per norm.

Those who have submitted the medical certificate earlier need to submit the fresh application in the prescribed format.


Pro Vice Chancellor



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APPLICATION FOR SUBMISSION OF MEDICAL CERTIFICATE [For Shortage of Attendance]

Instruction: Application shall be forwarded by the Mentor and HoD/Dean only, must enclose the Photocopy of the Medical Certificate of Treatment/Hospitalization supported by the Prescription (admission/discharge certificate). The duly filled in application along with the medical certificate and prescription must be submitted.

1. Name of Student..... Mobile No.....
2. University Roll No..... Registration No.....
3. Branch Semester: Group.....
4. Period of Absence From To for a period of days.
5. Application form for Mid Sem Exam...../ End semester Exam.
6. Reason for Absence:

7. Details of the Medical Certificate:

Name of the Hospital/Nursing Home/Practitioner	
Place	
Number:	Date of Issue:
Prescription Enclosed	

Date : Full Signature of the Student.....

Forwarding Note of Mentor:
.....

Date: Signature of Mentor Signature of HoD/Dean

Office use only

Date of Conduct of the Medical Board:

Decision of the Medical Board:

Signatures of the members of the Medical Board

..... Approval by Pro-Vice Chancellor

Date: Signature of Pro-Vice Chancellor