



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९६६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)
जयपुर ऑफ कैम्पस || JAIPUR OFF-CAMPUS

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APPLICATION FOR GETTING RELAXATION IN MANDATORY ATTENDANCE REQUIREMENT

Form A

Name of the Department:..... Date:.....

Name of the Student:..... Roll No. :.....

Name of the Programme :..... Semester :.....

Mobile No : Email Id :

Period of Absence: From :.....To..... :.....

Reason for Absence:

.....
.....

(Signature of The Student)

Department In- Charge/Student Activity Coordinator
(In case of Co-curricular or Extra-Curricular Activity)

Assistant Registrar (Academic)

by the Director

Endorsement

Enclose: Medical Certificate (Y/N)

Copy to All Concerned Teachers (through Email)

Note: A student may get full credit for his/her absence when he/she officially represents the institute for any Co-Curricular or Extra-Curricular event, inside or outside the institute or any Institute activity is officially assigned to him /her, or the student had infectious diseases or was hospitalized or had fracture resulting in restricted movement. However, in all such cases. Students should have a minimum of 65% attendance for their application to be considered. The application along with supporting document for the above-mentioned cases must be submitted within 7 days of resuming classes to the concerned teachers after getting the endorsement from the Head of the Department