



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

Ref. No-CVRCE/DEAN-AP/66/03/18

Date-03.03.2018

Sub: Submission of Representations for concession of attendance.

The students of 2nd, 4th, 6th and 8th semester **B.Tech/MBA** 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 academics' office) along with appropriate documents to the Dean academics' office on or before **22.03.2018 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.


03/03/2018
DEAN ACADEMICS

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
Dean 1st year with a request to intimate the 1st year co-coordinators to intimate in the class.
PRO with a request to display it in the college website.
File copy