



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

Ref. No-CVRCE/DEAN-AP/66/05/19

Date-08.03.2019

Sub: Submission of Representations for concession of attendance.

The students of 4th semester **B.Tech/MBA/M.Sc Programmes** can submit their representations for (maximum of 10%) concession of attendance due to Medical ground/Critical case/Institution's representation or Genuine compassionate ground in the prescribed format (available in the Dean academics' office) along with appropriate documents to the Dean academics' office on or before **11.04.2019 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.

The representations for a period of absences less than one week on medical ground will not be considered for concession in attendance for appearing in the End Semester Examinations.

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08/03/19

DEAN ACADEMICS

Copy to: Chairman's Office, Principal's/Vice-principal Office,
All Heads and Deans.
Notice Boards: All,
PRO with a request to display it in the college website.
File copy