



बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(वि० उद्भू० आ० अधिनियम १९६६ की धारा ३ के तहत मानित विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)
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APPLICATION FOR GETTING RELAXATION IN MANDATORY ATTENDANCE REQUIREMENT

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

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

Name of the Programme: Semester:

Period of Absence: FromTo

Reason for Absence :

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.....

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.....

(Signature of Student)

Dean (SA)/Associate Dean (SA)/Student Activity Coordinator
(In case of Co-curricular or Extra-curricular Activity)

Medical Officer-In-Charge/Medical Officer
(In case of Medical Reason)

Endorsement by Head of Department

Copy to All Concerned Teachers

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.