



JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY
(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.
Tel : 022 2824 5527 / 83568 67783 | Email : jescollegecom@gmail.com | Web : jescollege.edu.in

**FORMAT OF THE LETTER TO BE SUBMITTED BY A STUDENT WHO
IS SEEKING PERMISSION TO APPEAR FOR THE ADDITIONAL CLASS
TEST / ON ACCOUNT OF ABSENCE AT THE CLASS TEST UNDER
THE INTERNAL ASSESSMENT SCHEME (202__ - 202__)**

To,

Date: _____

The Principal
JES College of Commerce
Science and IT Caves Road,
Jogeshwari (East)
Mumbai – 400060

Subject: Permission for appearing for the Additional Class Test at the Internal Assessment of Semester I / II / III / IV / V / VI Examination.

Sir,

I, Mr. / Ms. _____ student of
_____ class bearing Roll No. _____ was absent for the class test
conducted on _____ in
the subjects of _____ as
part of the Internal Assessment of Semester I / II / III / IV / V / VI Examination.

The reason for my absence at the class test was:

a. Medical Ground : _____

b. Any other (Please specify): _____

Enclosed along with is / are the following document/s: (Strike off whichever is not applicable)

- For absence on medical ground (if absence is of max 3 days). Pathology Report, if available. Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.
- For absence on medical ground (if absence exceeds 3 days): Pathology Report / Any other report supporting the reason for absence i.e. admit & discharge card / X-ray report etc. Medical Certificate for absence and fitness, Doctor's prescription, bill/s for purchase of medicine.



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- c. For absence due to participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution.
- d. For any other reason related documents:
- _____
 - _____
 - _____

I am aware that the submission of this letter with / without the documents does not imply or establish my right to appear for the additional examination and that **the college authorities have every right to reject my application if the reason/s for absence is not found suitable / valid**. It will be my responsibility to see the notice boards and verify if my request for appearance for additional examination is approved or not.

I further state that the information provided above is true and factual and that the college authorities can take disciplinary action against me for providing incorrect / misleading information.

Yours Faithfully

Name & Signature of the Student

I state that the information provided above is true and factual.

Name & Signature of the Parent/Guardian