

Kristu Jyoti College of Management and Technology Chethipuzha,

Kurisummoodu P. O Changanassery -686104



(Affiliated to Mahatma Gandhi University, Kottayam & Approved by AICTE, New Delhi)

(An ISO 9001-2015 Certified Institution)

Application for leave/ reappearance for UG/PG Internal/model Examinations

Name of the student	
Programme	
Semester & Batch	
Subject	
Roll No:	
Mobile Number	
Name of the parent/guardian with phone number	

Details of Exam unattended

Sl.no	Subject(write full name of the subject)	Day, Date and Time of the examination

Reason for leave

Whether prior intimation produced or not:

Medical certificate produced or not (If Applicable):

Parents name and signature with date:

Students Name and Signature with date:

Recommended by :

Name and Signature of the Class Tutor with Date:

Name and Signature of the HOD with Date:

For Exam cell

Remark of Chief examination officer:

Application received on:

Name and Signature of the Chief examination officer with Date:

Principal's Remark: