



**ST.TERESA'S COLLEGE (AUTONOMOUS, ERNAKULAM)**  
**Affiliated to Mahatma Gandhi University, Kottayam**

**APPLICATION FOR CLAIMING ATTENDANCE ON MEDICAL LEAVE**

1.	Name of the Candidate (In Block Letters)	
2.	Name of the Department	
3.	Programme and Year of Admission	
4.	Register No. of the candidate	
5.	Semester	
6.	Percentage of attendance	
7.	Specify the dates absent on medical ground	
8.	Total number of days absent on medical ground	
9.	Reason for absence	
10.	Particulars of medical certificate attached (Specify the Name and Registration Number of the Doctor)	
11.	Signature of the candidate with date	
12.	Signature of the Class Teacher with date	

**CERTIFICATE BY THE HEAD OF THE DEPARTMENT**

Certified that the details furnished above were verified and found correct. Hence the application is recommended.

Place :

Date:

(Seal)

Signature of the HOD with date

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*Students having attendance below 75% only need to apply  
Attach Medical Certificate (Original) along with the application form*