APPLICATION FORM FOR GRANT OF ATTENDANCE ON MEDICAL GROUND
[ No consideration for less than 7 days’ bed rest/hospitalization]
(Revised on 2\textsuperscript{nd} Apr 2016)

1. Name in full: .......................................................... Regn. No. ......................
2. Parent’s name .......................................................... Phone No. ......................
   (F/M/G#): ................................................................
3. Dept./Branch .......................................................... Sem/Sec. ......................
4. Email ID ................................................................. Phone No. ......................
5. Hosteller/Day scholar. If hosteller, specify the Hostel/Room No: ....................
6. Valid reason(s) for requesting for grant of attendance: ..........................................................

7. Supporting Documents attached.
   (i) Medical certificate from CRH/SMIT/External hospitals endorsed by SMIT doctor: Yes/No
   (ii) Prior approval/Office order of Director/ Dean (A)/HOD granting attendance : Yes/No
8. Total nos. of backlogs as on date: ..........................................................
9. Signature of the student: .......................................................... Date: ........../...../........
10. Remarks by FE, SMIT about outstanding fees if any: ..........................................................
11. Recommended by HOD/ Dean (A)*: ..................................................... Date:.....................
12. Approved by Director/ Dean (A): ..................................................... Date: .....................

13. Duly filled in application endorsed/approved by the competent authorities along with
    supporting documents as stated above shall be submitted to the Dean (A) and the FE, SMIT for
    record and further actions,{[Contact No: 03592- 246145 OR 03592- 246117/ 246118/ 246119/ 246120
    ext: 270, FE: 330, 226]}
    # F: Father/M: Mother/G: Legal guardian – Strike out whichever is not applicable
    * Dean (A) only for 1\textsuperscript{st}. year students and HODs for Higher semester students.