APPLICATION FORM FOR CONDUCTING EXTRA LAB CLASSES
ON COMPASSIONATE/ MEDICAL GROUND
(Revised on 2nd 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 missing the regular lab classes: ..............................................

7. Supporting Documents attached.
   (i) Medical certificate from CRH/SMIT/External hospitals endorsed by SMIT doctor: Yes/No
   (ii) Proof of Compassionate ground: Yes/No
   (iii) Prior approval/Office order of Director/ Dean (A)/HOD granting attendance: Yes/No

8. | S/No | Sub. code | Subject Name | Date of missing lab | Name of Lab-teacher |
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9. Total nos. of backlogs as on date: .................................................................

10. Signature of the student: ................................................................. Date: ....../....../............

11. Remarks by FE, SMIT about outstanding fees if any: ........................................

12. Recommended by HOD/ Dean (A)*: ................................................................. Date:.........................

13. Approved by Director/ Dean (A): ................................................................. Date: .........................

14. 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 1st. year students and HODs for Higher semester students.