

APPLICATION FOR INSTITUTE REPRESENTATION CERTIFICATE SUBMISSION

[For Shortage of Attendance]

Instruction : Application shall be forwarded by the Mentor and must enclose the Participation Certificate of Institute/Organization. This certificate will not be valid if the student's attendance is below the notified attendance requirement. Duly filled in format along with the certificate of participation must be submitted within seven working days of resuming after the leave. This leave shall be allowed if the student's participation is with prior approval/consent of the Principal. First Year B.Tech. students will submit the duly filled in form in the Office of Dean First Year. All other students will submit the duly filled in form in the Office of Dean Academics and finally all to be approved by Principal.

- 1. Name of Student :
- 2. College Roll No. : 3. Registration No.
- 4. Branch Semester Section
- 5. Date(s) of the program from..... to for a period of..... days

6. Details of the program
(including the Name of the program & Venue)

Enclosed Certificate/Documentary evidence of participation.

Date : Full Signature of the Student:

Forwarding Note of Mentor

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Date:

Signature of Mentor

Recommendation Note of Head of the Department (For the students of 2nd, 3rd, 4th year B.Tech., 1st and 2nd year M.Tech., MBA, MSc. students)/Dean First Year (for B.Tech. First Year Students):

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Date:

Signature of HOD/Dean First Year

Approval of Principal:

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Date:

Signature of Principal