

Submission of Valid Reasons for Absence from an Examination
End-Semester Examination September-2021 [Scheduled in February / March 2022]

To: All Students

Submission of Medical Certificates

A candidate who is absent at examinations due to medical reasons shall submit a medical certificate obtained from a Government Registered Medical Officer. The University Medical Officer shall endorse this medical certificate. This must be submitted to the Senior Assistant Registrar of the Faculty **within two weeks after holding the examination for the particular paper** to be presented to the Faculty Board and the Senate for approval.

Student must submit the medical certificate with duly completed **Absence Justification Form**.

Absence Due to the Demise of a Family Member

Absence of a candidate from an examination on account of bereavement in the family (death of parent, brother or sister, and if married, spouse or child) will be excused if the approval is obtained from the Faculty Board and the Senate by submission of the death certificate and appropriate proof of relationship.

Students must submit such proof documents together with the duly completed **Absence Justification Form**, **within two weeks after holding the examination for the particular paper**.

Note:

1. **Absence Justification Form** could be downloaded from the examination web site or collected from the Examinations Unit of the Faculty.
2. No late submission will be considered.
3. For further clarification you may refer "Valid Reasons for Absence from an Examination" section of the Faculty Prospectus.



Senior Assistant Registrar

Faculty of Management Studies and Commerce

23.02.2022