



Date: _____

To,
Controller of Examination,
VPKBIET, Baramati.

Name of Student: _____ **Mobile No.** _____

Branch: _____ **Class:** _____ **PRN:** _____
Sir,

I please may be sanctioned to remain absent for **In Sem/ End Semester Examination** to following subjects:

Sr. No	Course Name	Course Code	Exam Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Reason to remain absent:

I am requesting you to kindly sanction permission to remain absent for said examination. I shall complete make-up examinations as per schedule and rules of the institute. **Please enclose supporting documents.**

Signature of the Student

Recommended By

**Activity
coordinator**

**Dept. Exam.
Coordinator**

HoD

Principal

Note: - Student must submit this application **along with necessary documents** within **7 days** before the respective examination.