

## ABSENTEE NOTE

Name : ..... Roll No. : .....

Period of Absence : From ..... to .....

Reason for Absence :

Courses whose classes were missed :

Course Code and Course Title	No. of classes missed

(Student should discuss with respective course instructors for arrangement of remedial steps to meet attendance requirements)

Signature of Student:

Contact No.:

Email-id.:

Date:

Counter-sign by Mentor and (optional) remarks :