



Estd. 2000

ABES Engineering College, Ghaziabad

Form No. S-25
w.e.f.: July 2015

REQUEST FOR PERMISSION TO APPEAR IN SESSIONAL TEST/PRE-UNIVERSITY EXAMINATIONS

To
The Director
ABES Engineering College, Ghaziabad

Thru: The Head Department of

Sub: Request for permission to appear in Sessional Test/Pre-University Examinations

Respected Sir,

I am fully aware of the requirement of attendance as per university rules; which is a minimum of 75% (after taking leave for sickness or for any other reason). However, my attendance is below 75%as on..... I was warned from time to time about shortage of attendance in the current semester. My parents were also informed about my short attendance by the college during the semester.

I took the advise of the Class Coordinator and HOD and tried to attend maximum classes but still I could not reach to minimum limit of 75% attendance due to following reason(s):-

I ,therefore, request you to kindly allow me to take the sessional test/PUE starting from.....I shall make all efforts to improve my attendance. If my attendance falls short before the Make-up-test, I understand that I will be detained to appear in Make-up-test/ University Examinations. I promise that this is the last appeal which I am making to you to allow me to appear in Sessional test/Pre-University Examinations. I will not make such an appeal in future.

Whether applied for similar concession earlier

1st Sem YES NO 2nd Sem YES NO 3rd Sem YES NO
4th Sem YES NO 5th Sem YES NO 6th Sem YES NO
7th Sem YES NO

Yours Obediently,

(Signature of student with date)
Mob. No.:

Name of the Student..... AdmissionNo..... Semester & Section.....

Previous Attendance and Result Record (to be filled by the student &verified by the class co-ordinator)

Sem(as applicable)	Attendance (%)	University Result	CP
7 th Sem			
6 th Sem			
5 th Sem			
4 th Sem			
3 rd Sem			
2 nd Sem			
1 st Sem			

Recommendation of the Class Co-ordinator

Recommended/Not-Recommended

Signature of the Class Co-ordinator

Recommendation of the Attendance Committee

Sr. Professor from Deptt.

HOD

Dean (Academics)

Approved/Not Approved
Director