



# ST. MARY'S COLLEGE (AUTONOMOUS), THRISSUR-20

## APPLICATION FOR CLAIMING ATTENDANCE ON MEDICAL LEAVE

Photo  
of the  
Applicant

1	Name of the Candidate (IN BLOCK LETTERS)	
2	Admission Number	
3	Register Number	
4	Department	
5	Programme & Batch (Eg.B.Sc. Botany; 2020-2023)	
6	Semester	
7	Percentage of Attendance (till date in this Semester)	
8	Specify the Dates of absence due to Medical reasons	
9	Number of days absent due to Medical reasons	
10	Reason for absence	
11	Particulars of Medical Certificate attached (Specify the Name and Registration Number of the Physician/ Doctor)	
12	<p><b>Verified by Tutor-in-Charge</b></p>          <p>Signature with Date (Seal)</p>	<p><b>Verified by HoD</b></p>          <p>Signature with Date (Seal)</p>
13	<p><b>Declaration by the Candidate</b></p> <p>I hereby declare that the information provided above is true and accurate to the best of my knowledge. I have submitted the necessary documents to support my application.</p> <p>Place: Date:</p> <p style="text-align: right;">Signature of the Candidate</p>	

\*Students (Female) having **attendance below 73%** only need to apply

\*Attach **Original Medical Certificate** along with the Application Form