

Sadhana Education Society's
L S RAHEJA COLLEGE OF ARTS & COMMERCE, MUMBAI 400 054

APPLICATION FOR SUBMISSION OF MEDICAL CERTIFICATE

From
Mr./Miss. _____
Class: _____ Div. _____ Roll No. _____
Address: _____

Date: _____
Student Number: _____

To,
The Principal,
L S Raheja College of Arts & Commerce, Mumbai 400 054.

Sir,
I could not attend my regular classes from _____ to _____ (both days inclusive) on account of the following illness _____
Medical Certificate dates _____ issued by Dr. _____ as required by rules is attached.

Yours faithfully,

(Signature of Student)

(Countersign of Guardian)

Rules:

1. Fully completed and signed application form should be given in office during office hours on any working day within **THREE DAYS** of resuming attendance.
2. An official receipt will be given by the office on submission of application. The receipt should be preserved by the student.
3. The medical certificate submitted does not amount attending classes or examination or test. It only explains the medical condition of student.
4. Medical Certificate without specifying the exact dates should not be accepted.
5. If student is absent for more than three days, details of medical report – pathology test, X-ray reports etc. should be submitted.
