

MALNAD COLLEGE OF ENGINEERING, HASSAN

Request for benefit of attendance

(Subject to a maximum of 10%)



Name of the Student	:												
Semester	:	USN	4	M	C								
Branch	:												
Address & Contact No.	:												
Mob No.:	:												

Events in which candidate represented college / T & P activities / Sports / Workshop / Conference / Makeup / (others specify)

Sl No.	Details of event / Activity	No. of Days	Dates	
			From	To

Course Codes in which benefit of attendance is sought :

Signature of the Student

Recommendations of Physical Education Director (Sports Activity)	
Training & Placement Officer	
Any other activity authorized by the Principal	Copy of permission letter issued by the Principal as well as the participation certificate (if applicable) to be attached.

	Recommendation	Signature with seal
Faculty Adviser		
Head of the Department / Dean (Student Affairs) for I/II semester	Permitted / Not Permitted	

Note :

1. The students shall submit their request to claim benefit of attendance **within 3 working days** from the date of reporting back to the college. However, such students shall intimate the HoDs / faculty concerned about their leave of absence prior to the event.
2. The completed form as above shall be photocopied by the student and submitted to the concerned faculty teaching the courses in which benefit of attendance is sought for.
3. Application not submitted in time are liable for rejection.