

Affix passport size photograph	Name of the Student										
	Semester	Date:									
	Branch										
	USN	4 M C									
Address & Contact											
Mob No.:											
Withdrawal applied for :											
SI No.	Course Code	Course Title	CIE marks if any	Whether attendance criteria satisfied or not	1)	2)					
				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>					

Faculty Adviser

Signature of the Student

Head of the Department

Permitted / Not Permitted

Dean (Academic Affairs)

Note :

i) The withdrawal of a course is allowed only once at any level, only if the total credits registered are more than 20 in a given semester even after availing such a facility.

ii) A student having poor performance in CIE or shortage of attendance in any of 5 credit courses of the program (EE103/203, EC103/203), can withdraw from such courses, not restricted by the minimum no. of credits specified as per rule 3.5 (Ref. Hand book), before the prescribed date.

iii) Under any circumstances, the backlog courses are not permitted to be withdrawn.

iv) If a student withdraws from a registered course without the satisfactory attendance, the student shall re-register for the course again whenever the course is offered, attend classes again regularly and earn attendance, CIE marks afresh and then appear for the relevant SEE.

* Applications shall be submitted to the examination section.

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)									
SI		No.		Details of event / Activity		No. of Days		Dates	
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.		

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

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.