

**College of Engineering Muttathara**

**Leave Letter**

**To  
Principal**

**Name of Student:**

**Roll No.:**

**Univ. Register No.**

**Branch:**

**Semester:**

My attendance percentage for the following ..... Course(s) is/are less than 75% but more than 60%. To enable me to write the End semester University Examination, I kindly request you to relax the minimum attendance requirement for this semester. I hereby attach the required Medical Certificate / .....

No	Course Code	Name of Course	Attendance %	Faculty handling the subject	Signature of faculty

Date:

Name and Signature of the Student

Class Tutor:

HOD:

**PRINCIPAL**

**To**

**Controller of Examinations**

APJA KTU, Trivandrum

**From**

**The Principal**

College of Engg. Muttathara, Thiruvananthapuram

Sir,

I kindly request you to relax the minimum attendance required for the following student to enable him to write the end semester university examination:

**Name of Student:**

**University Register No.**

**Branch:**

**Semester:**

Number of courses in which attendance is less than 75% but more than 60%:

Class Advisor:

HOD:

**PRINCIPAL**

**Submit the duly filled forms along with medical certificate.**