
	Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering & Research Ravet, Pune An Autonomous Institute NBA Accredited (4 UG Programs) NAAC A++ Accredited ISO 21001:2018 Certified IQAC PCCOER	
AY:	Autonomy Examination Section	Term: I / II

Date: / /

Application for Re-Examination (Re-SA)

To
The Director
[Through HoD and Dean Academics]
PCCOER, Ravet

Subject: Application to not appear for the summative examination and to be allowed to appear in the re-examination.

Respected Sir,

I am writing respectfully to inform you that I will be unable to appear for the upcoming Summative Examination scheduled from ___ / ___ / ___ to ___ / ___ / ___ due to one of the following reasons (tick ✓ for the applicable reason):

1. Important curricular/ co-curricular/ extra-curricular activities like Technical events/NSS/Sports/Cultural/Project Competitions/Paper presentation etc. at University/ State/ National/ International levels.
2. Accident or severe illness leading to hospitalization, which disables the student from writing the examination.
3. A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from writing the examination.
4. For attending any competitive examinations (NDA/SSB/UPSC/MPSC etc.) /Placement drives.

I have attached the necessary supporting documents for your kind consideration.

I humbly request you to kindly grant me permission to skip the summative examination and allow me to appear in the re-examination as per the PCCOER rules and regulations.

(P.T.O)

Declaration:

I hereby declare that, all the information provided in the application is correct and the documentary evidences are true to the best of my knowledge. I agree that I am liable to punishment, including being barred from the semester, if any information or documents are found to be incorrect.

Thanking You.
Yours sincerely,

Name of Student:.....

PRN.:

Year & Class:

Department:

Contact No.:

Based on the evidences, the student is, Permitted / Not Permitted for the leave during Summative Assessment and is Allowed / Not Allowed to appear for Re-examination.

Head of Department

Dean Academics

Director
