

RSET's



Deviprasad Goenka
management college of media studies
INDIA'S PREMIER MEDIA SCHOOL

Deviprasad Goenka Management College of Media Studies (DGMC)
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

APPLICATION FOR MEDICAL CERTIFICATE

From: _____

Student ID Number: _____

Class / Div: _____

Roll No.: _____

Address: _____

Date: _____

The Principal
DGMC – Malad West.

Dear Sir / Madam,

I could not attend my regular classes from _____ to
_____ (both days inclusive) on account of the following
illness _____

I have remained partially / totally absent from the _____
_____ Examination / Test held on _____ to
_____ on account of the following health problem

Medical Certificate dates _____ issued by Dr.
_____ as required by rules is attached.

Yours faithfully,

(Signature of Student)

(Countersign of Parent / Guardian)

RULES:

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