

**KIET GROUP OF INSTITUTIONS, GHAZIABAD**  
**Format for Medical Attendance**  
*(For prior intimation cases only)*

KIET/DEAN-SW/2022/02

Date of Application:.....

Name of Student.....

Univ. Roll No..... Course/Branch.....Year/Sem/Section.....

Attendance %age .....Medical Applicable From.....to.....

Documents Attached: **For Special Medical Cases (>60% & < 75%) Only:**

S.No.	Particulars	Yes/ No
1.	Letter of Prior Approval	
2.	Application of the Student	
3.	Parent's Approval Letter	
4.	Medical Certificate	
5.	Doctor's Prescription	
6.	Medical Investigation Reports	
7.	Hospital Discharge Summary (if any)	

S. No.	Date	Lecture Number (Kindly mark P/A)							
		1	2	3	4	5	6	7	8

Signature of Student ..... Recommendation by Mentor.....

Remark and comments by concern HoD .....

**Approved/Not Approved**  
**(DSW)**

**NOTE: All the students are advised to submit the medical application to the office of DSW along with all the documents mentioned (S.No.1-7, if applicable) within one week of joining the institute.**