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RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

Dr. Vijayakrishna Rapaka

B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (Ocean Engineering, IIT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.

PRINCIPAL

RGCET/CIR/2018/130

10.05.2018

CIRCULAR

Sub: Condonation of attendance on medical grounds w.e.f the academic year 2018-19 onwards - Reg

The claim for medical attendance should be submitted to the Office of the Principal through the Head of the Department. The below mentioned rules should be adhered failing which the medical attendance claim will not be taken into consideration.

1. Fully completed and signed application form should be submitted to the office of the Principal through the Head of the Department concerned during office hours on any working day within THREE DAYS of resuming attendance.
2. An official receipt will be given by the office on submission of application. The receipt should be preserved by the student.
3. Medical Certificate without specifying the exact dates will 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.
5. Candidates who secure overall attendance greater than 60% and less than 75% **alone** will be eligible for condonation of attendance on medical grounds.
6. Medical Certificate should be issued by a medical officer not below the rank of Assistant Director.

Dr. Vijayakrishna Rapaka

PRINCIPAL

Dr. E. VIJAYAKRISHNA RAPAKA

B.Tech. (Mech.), M.Tech. (Energy), Ph.D. (IIT Madras),

M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.

PRINCIPAL

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Kirumampakkam, Puducherry - 607 403.

Copy to: 1. The Administrator 2. The Vice Principal 3. The PRO 4. The Accounts Officer 5. All the HODs 6. The Exam Wing 7. The Librarian 8. The DPE 9. The Scholarship / Records Section 10. The Placement officer 11. The Website Incharge- to upload in the College Website 12. The Attendance In charge 13. The File