

To
Head of the Department,
Department of _____
Institute of Engineering & Management, Kolkata

Subject: Undertaking for appearing for Practical and Sessional Examination without Valid Admit Card

Respected Sir/Madam,

I, _____, Enrollment no. _____,
Dept & Stream: _____ Admission Year & Semester: _____,
hereby **declare that I do not possess a Valid Admit Card because I have not completed the Examination Form Fillup process as per notice circulated on 08.11.2023.**

My reason for failing to do so is

_____.

I request you to kindly grant the permission to appear for Practical and Sessional examinations provisionally. ***I understand that if I fail to produce a Valid Admit Card within the 1st December 2023, my appearance in Practical and Sessional examinations shall be considered as ABSENT and any answer scripts submitted by me shall be held cancelled.***

I humbly request you to kindly grant the permission.

Thanking you,

Yours sincerely,

Date: _____

Place: Kolkata

Student Signature with Date

Name of Applicant: _____

Enrollment no. : _____

Dept & Stream: _____

Admission Year & Semester: _____

Contact Number: _____

EMail ID: _____