J.C. Bose University of Science & Technology, YMCA, Faridabad, Haryana
(A Haryana State Government University)
(Established by Haryana State Legislative Act No. 21 of 2009 & Recognised by UGC Act 1956 u/s 22 to Confer Degrees)
Accredited 'A+' Grade by NAAC

REQUEST FOR RE-JOINING AFTER NAME DETAINED DUE TO SHORT ATTENDENCE

Date: _____

To

Deputy Registrar/ Assistant Registrar
Affiliation & Registration Branch
J.C. Bose University of Sc. & Tech.
Faridabad

Sir/ Ma'am

It is submitted that I am a student of_____(course name), Semester_____, Roll No._____.

My name has been detained from University rolls due to shortage of attendance for session January-June/July-December (☐tick whichever is applicable) _____(year).

I was not able to attend the classes on time due to

_____

_____

_____(Reason).

It is requested to kindly grant me permission to re-joining so that I can continue my course. I assure you that I shall attend the classes regularly and will fulfill the attendance criteria this time.

Yours faithfully

(Signature of Student)

Name: _____ Roll No.: _____

Course: _____ Mobile No.: _____

Semester: _____ Email Id: _____

Forwarded through Chairperson/ HOD _____
(Stamp & Signature with Date)

Name of the Chairperson/ HOD _____

DR/AR/ Supt. (Affiliation & Registration)