

R.D. & S.H. National College of Arts & Commerce & S.W.A. Science College,
Bandra – West, Mumbai- 400050.

Date: 23/03/24

Notice regarding the conduct of Supplementary Examination for F.Y.J.C.
Students

Dear Students,

We wish to inform all First Year Junior College (F.Y.J.C.) students **who were unable to take the annual examination due to medical emergencies or participation in sports tournaments** that a supplementary examination will be conducted.


Application Procedure:


1. Prepare an application in duplicate, following the same format as displayed on the notice board located on the second floor outside room no. 233 (second floor).
2. Accompany the application with either a medical certificate from a registered practitioner or a certificate from the Director of the Sports Organization.
3. Submit the original application along with the necessary documents to the inward section of the college office. Obtain an acknowledgment signature and inward number on the second copy of the application.


Application Deadline: The last date for submitting the application is 08th April, 2024.

Important Reminder: Students who meet the eligibility criteria for the supplementary examination, as mentioned above, should be aware that **their absence from any of the papers or on any of the days during the ongoing annual examination could negatively affect their overall result for F.Y.J.C. Therefore, it is crucial not to miss the opportunity of the supplementary examination.**

Please adhere to the deadlines and procedures mentioned above to ensure your eligibility for the supplementary examination.


Dr. Deepak M.
Chairperson,
Examination Committee


Ms. Sonali S.
I/C. Supervisor


Ms. Arti Nair
Vice Principal
Admin-Unaided

Application for the Supplementary Examination for F.Y.J.C.
Date:

To,
The Principal,
R.D. & S.H. National College of Arts & Commerce & S.W.A. Science College,
Bandra – West, Mumbai 400050.

**Subject: Request for Permission to Appear in Supplementary Examination
for F.Y.J.C.**

Respected Madam,
I humbly bring the following matter to your attention that due to a medical
emergency/participation in a sports tournament, I was unable to attend
the _____

[*Subject Name] paper held on _____ [Date/s].
Therefore, I kindly seek permission to appear for the same subject(s) through
the supplementary examination for F.Y.J.C.

I sincerely hope for your understanding and support regarding this matter.
Thank you for your consideration.

Yours faithfully,
Name & Signature of the Student:
Roll No.: _____, Division: _____, Stream: _____
Mobile No.: _____

Enclosure: Medical Certificate / Sports Certificate

* If a student was absent for more than one subject, must mention all of them by
interposing commas, such as English, Hindi, Chemistry, Biology, and B.K.