



**SRI KRISHNA ARTS AND SCIENCE COLLEGE
COIMBATORE- 641 008**

A NAAC accredited Autonomous Institution
Affiliated to the Bharathiar University

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REQUEST LETTER FOR SCRIBE / EXTRA TIME / SPECIAL PERMISSION

Date:

Name of the Candidate :

Register Number :

Class & Department :

Semester & Year :

Respected Sir/Mam,

Subject: Requirement of SCRIBE / EXTRA TIME / SPECIAL PERMISSION

I am a candidate _____ (Reason).

I would like to use the service of a **SCRIBE / EXTRA TIME / SPECIAL PERMISSION** for **WRITING / READING** during **CIA / PRACTICAL / END SEMESTER THEORY** examinations. I request you to provide the necessary arrangements to complete the paper as per the college norms. Kindly do the needful.

Thanking you,

Signature of the Candidate

Signature of the HOD with seal

Approved by:

Signature of the Principal with seal

Signature of the COE with seal

Enclosed: (i) Copy of Disability Certificate and Timetable of Examinations.
(ii) Bonafide of the Scribe and Xerox copy of ID Card