

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

- 1 Name of Polytechnic College :
- 2 Name of applicant :
- 3 Class/Branch in which studying :
- 4 Class/Register No. :
- 5 Attendance details as on.....
 - a) Percentage of attendance :
 - b) No. of working days :
 - c) No. of days present :
 - d) No. of times the condonation availed :
- 6 Reasons for shortage :
 - a) Whether supporting documents furnished;
 - b) If on medical ground indicate whether medical certificate enclosed
- 7 Whether prescribed fee has been remitted, If so furnish remittance details :
 - a) Receipt No. :
 - b) Date of remittance :
 - c) Amount remitted :

Date _____ Signature of Applicant _____
- 8 Remarks of Group Tutor :
- 9 Remarks of Head of Section regarding the enjoyment of the benefit of condonation previously; if so number of times ; percentage of attendance secured in each semester :

Declaration of Parent/Guardian

I, Shri/ Smt. hereby declare that my son/daughter/ward was absent on days due to unavoidable circumstances for treatment and hence requested for condonation.

Place

Date

Signature

Name and Address

Certificate of the Principal

This is to certify that Shri/Kum. is absent on days. His/Her absence was promptly intimated to his parent in time. The request is genuine/not genuine and hence recommended/not recommended for consideration.

Place

Date

Principal