**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 :

1. Reasons for shortage :
2. Whether supporting

 documents furnished :

1. If on medical ground

 indicate whether medical

certificate enclosed :

1. 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 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 : Signature :

Date : Name & 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 : Signature :

Date : Name & Address :