

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 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 ondays. 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 :