

## 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
7.
  - a) Whether supporting documents  
Furnished
  - b) If on Medical Ground indicate  
whether Medical Certificate enclosed
8. Whether prescribed fee has been  
remitted, if so furnish remittance  
details
  - a) Receipt No. :
  - b) Date of Remittance :
  - c) Amount remitted :
9. Remarks of Group Tutor :
10. 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

Date

Signature of Applicant

**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 & 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 for consideration.

Place  
Date:

Principal