

## APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

- Name of Polytechnic College :
- Name of Applicant :
- Class/Branch in Which studying :
  
- Class/Register No. :
- Attendance Details as on :
  - Percentage of attendance
  - No.of working days
  - No.of days present
  - No.of times the condonation availed
- Reasons for shortage
- - Whether supporting documents  
Furnished
  - If on Medical Ground indicate  
whether Medical Certificate enclosed
- Whether prescribed fee has been  
remitted, if so furnish remittance  
details
  - Receipt No. :
  - Date of Remittance :
  - Amount remitted :

Date

Signature of Applicant

- Remarks of Group Tutor :
  
- 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 & 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