

**APPLICATION FOR CONDONATION FOR SHORTAGE OF ATTENDANCE**

1	Name of Polytechnic College					
2	Name of Applicant					
3	Class/Branch in which studying					
4	Register No.					
5	Attendance details as on.....					
	a) Percentage of Attendance					
	b) No. of working days					
	c) No. of days present					
6	d) No. of times condonation availed previously					
	Reasons for shortage					
	a) Whether supporting documents furnished					
7	b) If on Medical Ground, indicate whether Medical Certificate enclosed.					
	Whether Prescribed fee has been remitted					
	a) Receipt No.					
8	b) Date of remittance					
	c) Amount remitted					
	1. Result of previous examinations					
	2. Whether Lab works etc, completed ? Record Certified ?					
	3. Percentage of Attendance for previous semesters (as applicable)	I	II	III	IV	V
	4. Internal marks/status for present semester					
5. Any disciplinary action pending						
6. Attendance for the present Semester						
I solemnly affirm that the particulars furnished above all true						
Date:		Signature of the Applicant				
9	Remarks of Group Tutor					
10	Remarks of Head of Section					
The particulars furnished by the candidate are correct as per the records available						
Class Tutor :						
Head of Department :						

DECLARATION OF PARENT/GUARDIAN

I, Shri./Smt.....hereby declare that my son/wars was absent on  
..... (dates) days due to unavoidable circumstances/  
for Medical 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/not recommended for consideration.

Place:

Date :

PRINCIPAL