**APLLICATION 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 :
6. Percentage of attendance
7. No.of working days
8. No.of days present
9. No.of times the condonation availed
10. Reasons for shortage
11. 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

1. Receipt No. :
2. Date of Remittance :
3. Amount remitted :

Date Signature of Applicant

1. Remarks of Group Tutor :
2. 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 : 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 for consideration.

Place

Date: Principal