

APPENDIX – III

APPLICATION FOR CONDONATION OF ATTENDANCE SHORTAGE (FORMAT)

1. Name
2. College and the class in which the candidate studies
3. Course for which exemption is applied
4. Total number of working days for the year
5. No. of days attended by the candidate
6. Minimum number of days required for attendance certificate (75/80 percent)
7. Shortage of attendance – No. of days
8. Reasons for absence
9. Particulars of enclosures, if any
10. Signature of applicant and date
11. Recommendation of the Principal of the College
12. Valid reasons for recommendation

*Certified that condonation was not granted to the student previously for the -----
-----course.*

Station:

Signature of the Principal

Date:

_____College

