

Form 4(c)

(to be filled by the student concerned)

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

From

Name :

Adm. No. : Per. Reg. No.

Branch : Sem. Batch:

To

The Principal
Ma'din Polytechnic College

Sub: Application for condonation of shortage of attendance – regarding

Ref: Nil

I am student of semester branch of Madin
Polytechnic College with admission number and Permanent Register Number

I have a shortage of days of attendance in this semester. I therefore kindly request you to
condone this shortage of attendance so as to enable me to appear for the diploma examination

.....

Name and Signature of student:

Date: Name and Signature of Parent:

Place:

Recommendation of the Class Tutors:

Total No. of working days:

Total working days calculated up to:

Total Number of days present:

Shortage of attendance in percentage:

Shortage of attendance in days:

Reason:

No. and date of Medical Certificate submitted:

Number of condonations enjoyed earlier:

Has the student availed of the facility of condonation from the Govt. earlier in cases where the shortage of attendance was less than 65%.:
YES / NO

Remarks of the class tutors : Recommended Not Recommended

Date: <Name and Dated Signature of Class tutor with seal>

Recommendation of the HOS concerned

Recommended

Not Recommended

Remarks:

Date:

Dept Seal

<Name and Dated Signature of HOS concerned with seal>

Order of the principal

Condonation Granted

Condonation Not Granted

Remarks:

Date:

Seal

<Name and Dated Signature of the Principal with seal>

Section Officer

Forwarded by order, orders are issued number dated

OR

Forwarded to DTE with covering letter number Dated postal number
by speed post Etc

OR

Forwarded to the Govt. with covering letter number Dated postal number
by speed post Etc

Date:

<Name and Dated Signature of the Section in-charge with seal>

Section Officer

DTE - Condonation Proceedings number Dated

Govt. - Condonation ORDER number Dated

Date:

<Name and Dated Signature of the Section in-charge with seal>

Section Officer

Register for Condonation Page number Dated

Date:

<Name and Dated Signature of the Section in-charge with seal>

<Name and Dated Signature of the Office Supdt. with seal>

<Name and Dated Signature of the Principal with seal>

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 :
 - a) Whether supporting documents furnished;
 - b) If on medical ground indicate whether medical certificate enclosed
- 7 Whether prescribed fee has been remitted, If so furnish remittance details :
 - a) Receipt No. :
 - b) Date of remittance :
 - c) Amount remitted :
- Date
- 8 Remarks of Group Tutor :
- 9 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 :

Signature of Applicant

Declaration of Parent/Guardian

I, Shri/ Smt..hereby declare that my son/daughter/ward was absent ondays due to unavoidable circumstances for treatment and hence requested for condonation.

Place

Signature

Date

Name and 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