APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

Mentor	HOD		Dean, Academics
HOD Remarks:			
Father Signature of Paren	Mother ts		Signature of Student
We undertake that the def		bove are true and corr	ect.
(iii)			
(ii)			
(i)			
Certificates of proof enclo	sed :		
Reasons for absence	:		
Period of absence (to be	considered for o	condoning):	
Percentage of attendance	:		
Year	: I/II/III/IV B.T	Fech/MBA/MCA/M.Tech	Semester: I/II
Department / Section	:		
Roll No	:	Acade	emic Year: 20 - 20
Name	:		

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UNDERTAKING

I
S/o/D/oStudying
B.Tech/M.Tech/MBA/MCA bearing Hall Ticket No
medical certificate in support of the evidence for the absence to the Institute. Now I am submitting
medical certificate for my absence which may be verified before condoning my shortage of
attendance. On verification, if the certificates submitted by me are found to be not correct my
shortage of attendance need not be condoned. I promise that I will not repeat the same in future.
I will maintain 75% and above attendance in future during the course of study in the Institute.
Signature of the Candidate :
Hall Ticket No :

I promise that my ward will not have shortage of attendance in future during the course of the study in the Institute.

Signature of the parent.