

ATTENDANCE CONDONATION FORM

Name of the Student :

H.T.No. :

Branch :

Mobile No. :

Year & Semester :

Percentage of Attendance :

Reasons for Shortage of Attendance :

No. of times already applied :

Comments of the concerned teachers :

Subject	Staff Name	Comment on the student's performance / behavior etc.	Signature of the Staff

Lab Name	Staff Name	Comments	Signature of the Staff

Comments of the parents on the shortage of attendance:

Parent Signature:

Name:

Mobile No.

Student Signature:

Name:

Signature of HOD

PRINCIPAL

To
The Principal,
A.I.T.S (Autonomous)
Rajampet

Date:

Sir,

Sub: Condonation for shortage of attendance - Req - Reg.

* * *

Because of my ill health, I lost attendance to the extent of () % and I am enclosing a medical certificate in support of this. I kindly request you to condone the shortage of attendance and permit me to appear at the end examinations of _____ B.Tech /M.Tech / MBA / MCA ____ Semester, I also undertake that I shall put up the required attendance in the class here after and will not request for condonation of shortage of attendance in future.

Thanking you sir,

Yours obediently,