



Name of the College: Affl.No:

Request by the StudentTo,
Principal**Subject: Condonation of Shortage of Attendance**

I bearing CIC No:, and
below signed, hereby declare that I have suffered a shortage of attendance in the
Semester/202..... due to

I request the principal to condone the shortage of attendance for days and grant
me permission to appear in the examination. I undertake to make up for the lost attendance by
attending extra classes/ submitting additional assignments as advised by the college authorities.

Date:

Signature of the student

Fee Remittance Details:

Total Amount: Date of Transaction:

Transaction Id: Mode: Bank ☐ Cash ☐**Approval by Principal**Approved ☐ Rejected ☐

Name & Signature of Principal:

College Seal

Verified by CICApproved ☐ Rejected ☐

Name & Sign of Supervisor/ Squad Leader:

NB: Attach the transaction Receipt with this Application