

Details of Fee Remitted

Amount Rs.

Receipt / Chalan No. & Date.....

ASSUMPTION COLLEGE
AUTONOMOUS
CHANGANACHERRY

APPLICATION FOR CONDONATION FROM SHORTAGE
ON THE MINIMUM ATTENDANCE PRESCRIBED

1.	Name of the Candidate & (In Block Letters) Register No.	
2.	Name of the Programme	
3.	Semester/Class in which the candidate studies	
4.	Semester/Class and Academic year for which Condonation is applied	
5.	Total no of days attended by the candidate	
6.	Minimum no of days required for Attendance Certificate (75%)	
7.	Shortage of Attendance (No of days)	
8.	Reason for absence	
9.	Documents to be produced along with the application	
	a. Statement of absents for the whole academic year countersigned by the HOD of the college	
	b. Certificate from the HOD to the effect that timely application for leave was submitted and granted in time	
	c. Certificate from the HOD stating that Condonation has not been granted to the student previously (In the case of annual course)	
	d. Certificate from the HOD stating that Condonation has not been granted/ has been granted only once previously (In the case of semester course)	
	e. Medical Certificate (If absence on account of ill health exceeds five working days at a time)	
10.	Signature of the applicant with date	
11.	Recommendation of the Principal	

Signature of the
Class Teacher / Mentor

Signature of the HOD

Signature of the Principal

Place :

Date :