

From,

Name of Student:

University Reg No.:

Dept:

Semester:

To,

The Principal,

VAST.

Sir,

Sub: Request for regularizing attendance shortage for writing University examination.

I,..... am studying in the semester of
.....Engineering department at this college.

I could not obtain sufficient attendance due to absence from the class for more days than allowed. However, my absence during the period..... (Specify the period)
(specify the medical reason) may kindly be considered on medical ground
(Total working days). Medical certificate to that effect is attached.

So I humbly request you to condone my attendance shortage to enable me for appearing in the coming University Examination.

Yours faithfully,

Sign: & Name of student

Place:

Date:

I endorse the same: Sign & Name of the Parent

Group Tutor:

HoD:

PRINCIPAL

Vidya Academy of Science & Technology
 Thalakkottukara PO, Thrissur, Kerala, India, Pin- 680 501
UNDERTAKING FOR CONDONATION OF ATTENDANCE

I,..... (Reg. No.....) am a student of Vidya Academy of Science and Technology, Thalakkottukara studying in thesemester ofEngineering department. I have shortage of attendance for the following subject/s.

Kindly permit me to apply for condonation of attendance, if I am eligible for. I apologise for having shortage of attendance during this semester and hereby assure that all possible and necessary steps would be taken by me to avoid any such happenings in the future.

DETAILS OF ABSENCE FOR CONDONATION

| SL No. | Subject & Code | Date of absence | | *Total No.of working days during this period | **Total hours of classes during this period | Reason for absence |
|--------|----------------|-----------------|----|--|---|--------------------|
| | | From | To | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Fitness certificate is essential, if medical leave applied is for more than 4 continuous days

** Actual working days lost during the period of absence.*

*** Maximum permissible shortage of hours per subject is 10% of the total hours allotted for the subject, or as per orders released by KTU time to time.*

Place:

Date:

Sign: & Name of student

I endorse the above undertaking by my ward.

Sign: & Name of Parent

Total No. of actual working days(to be filled by the Group Tutor) for which the leave is applied. (GTs, Please ensure strict verification regarding the actual number of working days lost during this period)

- Subject wise:**
- 1.
 - (subject, no.of days) 2.
 - 3.

GT:

HoD:

Date:

Date:

Principal