



OFFICE OF THE DIRECTOR – CUM- PRINCIPAL  
RAJIV GANDHI GOVT. ENGINEERING COLLEGE KANGRA AT  
NAGROTA BAGWAN, KANGRA 176047 (HIMACHALPRADESH)  
PH. /FAX: 01892-249188, E-MAILRGGEC.OFFICE@GMAIL.COM  
WEBLINK: rggcec.ac.in



No. 1089


Dated: 21-11-2023

### OFFICE ORDER

This is for the information of those students who are at the verge to be detained due to attendance between 65% to 69.9% & between 70% to 74.9%, may enquire their attendance upto 28-11-2023 from concerned teacher. Such students may apply a mercy appeal for condonation of attendance as a special case. Two separate condonation forms are attached for application purpose.

1. Attendance Condonation Request (65 to 69.9%) (may be used for both theory & practical subjects)
2. Attendance Condonation Request (70 to 74.9%) (may be used for both theory & practical subjects)

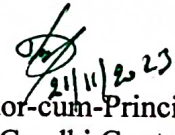
Students will submit the condonation forms to respective class incharge duly verified by concerned subject teacher forwarded through HODs/OICs on or before 30-11-2023 positively.

  
21/11/2023  
Director-cum-Principal,  
Rajiv Gandhi Govt. Engg. College  
Nagrota Bagwan Distt. Kangra

Endst. No. RGGEC/NGB/Trg. (Academic)/2023- 8310-8313 Dated: - 21-11-2023

Copy to: -

1. All HODs/OICs for information.
2. Mr. Harsh Kumar, OIC Academics for information.
3. Mr. Vicky Kumar, OIC website with request to upload on college website.
4. Student Notice Board.

  
21/11/2023  
Director-cum-Principal,  
Rajiv Gandhi Govt. Engg. College  
Nagrota Bagwan Distt. Kangra

**ATTENDANCE CONDONATION REQUEST (65 to 69.9%) (Nov.-Dec. 2023)**

Date .....

To

The Vice Chancellor  
HPTU, Hamirpur

**Subject:** Request for condonation of attendance and provisional permission to appear in extend practical and/or end semester theory examination.

R/Sir,

It is kindly stated that my attendance in the subject(s) .....  
..... [Code (s) .....] is .....% and my  
name is there in list of detained students. It is requested to condone my shortage of attendance DUE  
TO ..... (Reason – attach proof). I am attaching relevant documents in support  
of my request for condonation of attendance.

It is requested that I may be provisionally allowed to appear in external practical  
examination /end semester theory examination/ end semester theory examination until my case of  
condonation of attendance is decided by the concerned authority. In case my request for condonation  
of attendance is turned down by concerned authority, my provisional permission to appear in external  
practical and /or end semester theory examination may be presumed to be cancelled.

Yours faithfully

(Sign, of student)

Name of student .....

Roll No. .... Branch .....

Semester .....

Verification by faculty ( incharge of subject)

..... Sign of faculty.....  
..... Sign of faculty.....  
..... Sign of faculty.....

Comments of H.O.D.:

.....

(Sign. of H.O.D.)

Recommended/

Not Recommended

Director-cum-Principal,  
Rajiv Gandhi Govt. Engg. College  
Nagrota Bagwan Distt. Kangra

**ATTENDANCE CONDONATION REQUEST (70 to 74.9%) (Nov.-Dec. 2023)**

Date .....

To

The Director cum Principal  
RGGEC, Kangra at Nagrota Bagwan

**Subject:** Request for condonation of attendance and provisional permission to appear in extend practical and/or end semester theory examination.

R/Sir,

It is kindly stated that my attendance in the subject(s) .....  
[Code (s) .....] is .....% and my name is there in list of detained students. It is requested to condone my shortage of attendance DUE TO .....  
**(Reason – attach proof).** I am attaching relevant documents in support of my request for condonation of attendance.

It is requested that I may be provisionally allowed to appear in external practical examination /end semester theory examination/ end semester theory examination until my case of condonation of attendance is decided by the concerned authority. In case my request for condonation of attendance is turned down by concerned authority, my provisional permission to appear in external practical and /or end semester theory examination may be presumed to be cancelled.

Yours faithfully

(Sign, of student)

Name of student .....

Roll No. .... Branch .....

Semester .....

Comments and sign of faculty ( In charge of subject)

..... Sign of faculty.....  
..... Sign of faculty.....  
..... Sign of faculty.....

Recommendation of H.O.D.:

.....

(Sign. of H.O.D.)

Condoned  
Approved/Not Approved

Director-cum-Principal,  
Rajiv Gandhi Govt. Engg. College  
Nagrota Bagwan Distt. Kangra