



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: rggec.ac.in



No. 319

Dated: 25-4-2024

## OFFICE ORDER

This is for the information of those students who are on the verge to be detained due to attendance between 65% to 69.9% & between 70% to 74.9%. Those students may enquire their attendance upto 02-05-2024 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%) addressed to the Vice Chancellor, HPTU Hamirpur (may be used for both theory & practical subjects)**
2. **Attendance Condonation Request (70 to 74.9%) addressed to Director cum principal, RGGEC at Nagrota Bagwan (may be used for both theory & practical subjects)**

Students will submit the condonation forms duly verified by concerned teacher forwarded through HODs/OICs on or before 04-05-2024 positively. Those students who have already submitted medical condonation forms need not to submit again.

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

Endst. No. RGGEC/NGB/Trg. (Academic). /2024-  
Copy to: -

2441-2444

Dated: -

25-4-2024

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

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

**ATTENDANCE CONDONATION REQUEST (65.0 to 69.9%)**  
**(Common for Theory & Practical Courses)**

Date .....

To

The Vice Chancellor  
HPTU, Hamirpur

**Subject:** **Request for condonation of attendance** and provisional permission to appear in Ext. Practical Exam. 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 Ext. Practical Exam./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 & Comments by the concerned faculty (subject teacher):

Verification & Comments	Subject Name	Subject Code	Name of Faculty	Sig. of Faculty

Comments/Recommendation of H.O.D./OIC:

.....

(Sign. of H.O.D./OIC)

Condonation

Recommended/Not Recommended

Director-Cum-Principal,  
Rajiv Gandhi Govt. Engg. College  
Nagrotā Bagwan Distt. Kangra

**ATTENDANCE CONDONATION REQUEST (70.0 to 74.9%)**  
**(Common for Theory & Practical Courses)**

Date .....

To

The Director cum Principal  
 RGGEC, Kangra at Nagrota Bagwan

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

R/Sir,

It is kindly stated that my attendance in the subject(s) -----  
 ..... [Code (s) .....] is .....%  
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Yours faithfully

(Sign. of student)

Name of student .....

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

Semester .....

Verification and Comments by the concerned faculty (subject teacher):

Verification & Comments	Subject Name	Subject Code	Name of Faculty	Sig. of Faculty

Comments/Recommendation of the H.O.D./OIC:

.....

(Sign. of H.O.D./OIC)

Condonation  
 Approved/Not Approved

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