APPLICATION FOR MEDICAL CERTIFICATE SUBMISSION
(will be valid in case of ATTENDANCE SHORTFALL between 65% to 75%)
(Common for Theory & Practical Courses) Date ……

Name of Student……Roll No……Branch……Sem…. Contact No……...

To

The Director cum Principal
RGGEC, Kangra at Nagrota Bagwan

Subject: Application for considering …… certificate/documents as a precautionary measure for attendance condonation – if shortfall is between 65% to 75% and provisional permission to appear in Ext. Practical Exams and/or End Semester (Theory) Examinations.

Respected Sir,

I humbly request your goodself to condone my attendance, if the shortfall is between 65%-75% or my name appears in list of detainees for below mentioned/tabulated subjects. I have attached the relevant …… certificate/documents explaining the unforeseen circumstances that may led to this situation. **My time period of absence is with effect from….....…...….to…….…….**

It is further requested that in case my name appears in list of detained students, I may be provisionally allowed to appear in Ext. Practical Exams/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 Ext. Practical and /or End Semester (Theory) examination may be presumed to be cancelled.

Yours faithfully,

(Sign. of student)

Verification by the concerned faculty (subject teacher) for absence time period mentioned:

Whether the student was absent (Yes/No)	**No. of classes during the absence**	**Subject Name**	**Subject Code**	**Name of Faculty**	**Sig. of Faculty**

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

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

Condonation
Approved/Not Approved

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