OFFICE OF THE DIRECTOR CUM PRINCIPAL
RAJIV GANDHI GOVT. ENGINEERING COLLEGE
KANGRA AT NAGROTA BAGWAN, VPO MASSAL,
TEHSIL NAGROTA BAGWAN, DISTT. KANGRA (H.P.)-176047
(Approved by: AICTE, New Delhi; Affiliated to: HPTU, Hamirpur (H.P.)
PH. 01892-249188; E-MAIL: rggec.office@gmail.com; WEBLINK: www.rggec.ac.in

No. 100 Dated: 17-11-2026

STUDENT NOTICE

This is for the information of all the students who are on the verge of being detained in theory/practical subjects due to attendance between 65% to 69.9% & between 70% to 74.9%. Those students may enquire about their attendance in theory/practical subjects upto 21-11-2026 from the concerned teacher. Such students may apply a mercy appeal for condonation of attendance as a special case, if any, as per HPTU Ordinance-12 B.Tech. Regular CBCS clause 13(a). Two separate condonation forms are attached for application purposes: -

1. **Attendance Condonation Request (65 to 69.9%) addressed to the Vice Chancellor, HPTU Hamirpur (may be used for both theory and practical subjects)**

2. **Attendance Condonation Request (70 to 74.9%) addressed to the Director cum Principal, RGGEC at Nagrota Bagwan (may be used for both theory & practical subjects)**

Students will submit the condonation forms, duly verified by the concerned teachers and forwarded through HODs/OICs on or before 23-11-2026 by 04:00 pm, positively. Those students who have already submitted medical condonation forms need not to submit again.

17/11/2026

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

Endst. No. RGGEC/NGB/Trg. (Academics) /2026- 9203-9207 Dated: - 17-11-2026

Copy to: -

1. All HODs/OICs for information.
2. Mr. Vinay Kumar, OIC Academics for information.
3. Mr. Munish Bhardwaj, OIC website with request to upload on college website.
4. Student Notice Board.
5. Guard File.

17/11/2026

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

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 .....
Contact No.----------

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
Nagrota 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 .....% 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.

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Yours faithfully

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Name of student .....
Roll No. ..... Branch .....
Semester .....
Contact No.----------

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