



# MAR ATHANASIUS COLLEGE (AUTONOMOUS)

## KOTHAMANGALAM

(Affiliated to Mahatma Gandhi University)

### APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1.	Name of the Candidate (in Block Letters)			
2.	Name of the Department			
3.	Programme and Year of Admission			
4.	Register No. of the candidate			
5.	Semester for which condonation is applied			
6.	Date of Commencement of Examination			
7.	Whether condonation of attendance was already granted during the course of study  If Yes, give details	Yes/No		
		Semester	Year	Percentage of Attendance
8.	Details of working days in the Semester for which condonation is applied for	i. Total No. of conducted hours		
		ii.No. of hours attended by the candidate		
		iii. Percentage of attendance acquired		
9.	Reason for absence (Attach details on separate sheet countersigned by Faculty Advisor)			
10.	Whether timely application for leave was submitted and granted in time			
11.	Documents to be produced along with the application			
12.	i. Statement of absence for the current semester countersigned by the Head of the Department ii. Medical certificates			
13.	Signature of the candidate with date			
14.	Recommendation of the Faculty Advisor with signature			

### **CERTIFICATE BY THE HEAD OF THE DEPARTMENT**

Certified that the details furnished above were verified and found correct. Hence the application is recommended

Date:

Signature of the HOD with date

### **Office Use Only**

### **DECISION OF THE PRINCIPAL**

Granted

Not Granted

Remark: