

ATTENDANCE CONDONATION REQUEST

Date: \_\_\_\_\_

To

The Director cum Principal  
GHEC, Bilaspur

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

R/Sri,

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 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

(Sig. Of student)

Name of student.....

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

Semester.....

Comments and sign of faculty (Incharge of subject)

.....  
.....

Sign of faculty.....

Recommendation of H.O.D.

.....

Sign of H.O.D.

Director cum Principal  
GHEC Bilaspur