

# MES COLLEGE MARAMPALLY

## Request for Condonation of Attendance

1. Name :
2. Class : Department :
3. Year : Semester :
4. Percentage of shortage :
5. Admission Quota : Merit/ Community/Management
6. Reasons for absence :
7. Whether condoned earlier : Yes/No  
If yes, the sanction order of the Condonation
8. Whether you remitted the semester fee of this semester :  
( if yes attach copy of the chalan)
9. Are you availing fees concession of Government/Management : Yes/No  
If yes, specify
10. Please fill the below details

Seminars Presented Assignment Submitted	
Internal Marks	
Class tests results	
Marks of previous Semesters University Examinations already published	

11. Signature of the student :
12. Name & Signature of Parent :
13. Recommendations of class tutor : Recommended / Not Recommended  
The above details are verified and found correct. Signature of Class tutor
14. Recommendations of HOD : Recommended / Not Recommended  
Signature of HOD

Rs. Twenty Five

Details of fees remitted

CODE - 80

No

4041



Name of S B T .....

Amount Rs .....

Chalan No. & Date .....

## MAHATMA GANDHI UNIVERSITY, KOTTAYAM

### APPLICATION FOR CONDONATION FROM SHORTAGE ON THE MINIMUM ATTENDANCE PRESCRIBED

1. Name (In block letters)
2. College and class in which the candidate studies
3. Class and academic year for which condonation is applied
4. Total No. of working days for the academic year
5. Total No. of days attended by the candidate
6. Minimum number of days required for attendance certificate (75% or 80%)
7. Shortage of attendance (No. of days)
8. Reason for absence
9. Documents to be produced along with the application
  - (i). Statement of absence for the whole academic year, countersigned by the Principal/Director of the College
  - (ii). Certificate from the Principal to the effect that timely application for leave was submitted and leave granted in time
  - (iii). Certificate from the Principal stating that condonation has not been granted to the student previously for the course
  - (iv). Medical certificates (if absence on account of ill health exceeds five working days at a time)
10. Signature of applicant with date
11. Recommendation of the Principal/ Director of the College

Station:

Signature of the Principal

Date

MES COLLEGE MARAMPALLY  
CONDONOTION GRANTED STATUS CERTIFICATE

This is to certify that .....is a student of this  
College (.....Admission).He/She has not been granted Condonotion  
previously during the .....  
Course.

HOD

PRINCIPAL

MES COLLEGE MARAMPALLY  
LEAVE APPLICATION TIMELY/GRANTED IN TIME CERTIFICATE

Mr/Miss ..... Semester ..... Student of this  
College(..... Admission).He/She has submitted application for leave for ..... days during  
the ..... semester ..... in time and leave was granted to  
him/her.

HOD

PRINCIPAL

# MES COLLEGE MARAMPALLY

## Statement of Leave

1	Name		
2	Class		
3	University Register No.		
4	Total No. of Working days for the Semester		
5	Total No. of days attended by the Candidate		
6	Total No. of Absents		
Sl. No.	Day & Date	Full day/ Half day	Reason for Leave
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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Signature of the Candidate

Signature of HOD

Signature of the Principal