

Name of SBT/MGU Cash Counter/Friends.

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 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: