

Application for condonation of shortage of attendance

From

Name:

KTU Register No:

Course/Branch:

Year of study:

To

The Principal

KMCT Institute of Emerging Technology and Management

Thazhicode, Kozhikode.

Sub: Application for condonation of shortage of attendance – Reg

Sir,

I am a student of year B.Tech Engineering currently doing my Semester. I have shortage of attendance in Semester and I am not eligible to register for university examinations. I could not attend some of my classes as I was physically unwell. I have attached the Medical Certificate along with this letter.

Since my absence was due to medical reasons, I request you to condone my shortage of attendance and permit me to write the examination. I am aware of the fact that this condonation facility can be availed only twice during the entire course period as per KTU regulations. I assure you that I will attend classes regularly and maintain atleast 75% attendance in the forthcoming semesters.

Sl No.	Course Code	Course Name	Attendance %	Name of faculty handling the course	Signature of faculty

Date:

Signature of Student

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Signature of the HoD/Class Advisor:

Date:

Principal