

**Format 'B'**

**Details of Condonation for shortage of attendance**  
**Odd / Even Semester 20.....- ....**

<b>Department / School :</b>		<b>Semester :</b>	
<b>Programme :</b>		<b>Section :</b>	

S. No.	RRN	Name	Course Code	Course Name	Percentage of Attendance (Actual)	Percentage of Attendance (excluding the condonation period in numerator & denominator)	Reason for Shortage of Attendance	Document Enclosed	Recommendation of HOD / Dean of School
1									
2									
3									
4									
5									

**Class Advisor**  
 (Name & dated signature)

**Head of the Department**  
 (Dated signature with office seal)

**Dean of the School**  
 (Dated signature with office seal)