



**VARDHAMAN**  
COLLEGE OF ENGINEERING

**OFFICE OF THE DEAN OF ACADEMIC AFFAIRS**  
**APPLICATION FORM FOR THE GRANT OF CONDONATION**  
**DUE TO SHORTAGE OF ATTENDANCE**

*(The application form to be submitted in Examination Branch)*

**To be filled by the student:**

1	Name of the Student	:								
2	Roll Number	:								
3	Programme	:								
4	Year & Semester	:								
5	Branch & Section	:								
6	Whether condonation of attendance was already granted in any semester during the course of study? If YES, give details	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO							
			I	II	III	IV	V	VI	VII	VIII
7	Semester for which condonation is applied	:								

**Checklist for Enclosures**

8	Leave sanction letter approved by HOD	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Enclose copy of leave sanctioned by HOD)						
	Declaration and undertaking form signed by student and parent	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Enclose copy of declaration and undertaking form)						
	Medical Records	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Enclose copy of medical records)						
	Medical certificate issued by registered medical practitioner	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Enclose medical certificate)						

**Note:** Submit the application form in the examination section on or before **25-10-2025 (Saturday)**, failing which the application will not be processed and deemed to be detained due to the shortage of attendance.

Date:

Signature of the Student

**For Office Use Only:**

Verified by _____ (Name of the Mentor)	Signature of the Mentor
<b>Recommendations of the Head of the Department:</b>	
Date:	Signature of the HOD
<b>Office of the Dean of Academic Affairs</b>	
Date:	Signature of the Dean (Academic Affairs)

**For Examination Section Only:**

Received By _____	Signature
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