



TKM COLLEGE OF ENGINEERING

GOVERNMENT AIDED AND AUTONOMOUS
KOLLAM – 691005

Form-E1

CONDONATION REQUEST FOR ATTENDANCE

To

The Head of the Department

Department of _____

Name of Student:

Roll No.:

Register No.:

Semester :

Branch :

Sir/Madam,

My attendance percentage for the course(s) is/are less than 75% but more than 60%. To enable me to write the End Semester Examination, I humbly request you to relax the minimum attendance requirement for this semester. I hereby attach the required Medical Certificate /.....

Course and attendance details

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

Name and Signature of the Student

Name and Signature of Senior Advisor

Name and Signature of Head of the Department

Approved by Principal

Note: 1. Completed form E1 & Original Medical Certificate to be submitted to Senior Advisor.
2. Scanned Copy of form E1(completed in all respects) and Medical Certificate to be uploaded in Students' portal under condonation tab of Academic Management System.