

PROFORMA

(Use separate format for Category A,B,C,D &E)

Format for furnishing details whose condonation of shortage of attendance has been granted for appearing for Theory/Practical Examination

Name of the College Semester Month & Year

S.No.	Name of the Candidate(s)	Name of the Course and Branch /Semester	Total No. of Working days hours for the year/semester	Minimum no. of days required for attendance Certificate(75% for Arts, Science, 80%/85% wherever prescribed for certain course	No. of days attended by the candidate in percentage	Actual Shortage of attendance no. of days in percentage

1. I have granted condonation of attendance in respect of the above candidate/s as the shortage of attendance is within the condonation limit.
being the fee for condonation of shortage of attendance, drawn in favour of the Registrar, University of Madras, Ch-5
2. The Demand Draft for Rs.
3. Certified also that these candidates have earned required attendance for * Theory/Practical examination (* strike whichever is not applicable)

Signature of the Principal/Head of the University Department
With College/Department Seal

Date:

Place: