

FORMAT OF APPLICATION TO BE GIVEN BY THE STUDENTS WHO DO NOT FULFILL THE ATTENDANCE REQUIREMENT TO APPEAR IN THE EoSE

To,

The Head of the Department

Department of

Central University of Rajasthan, Bandarsindri

Subject: - **Request to condone shortage of attendance.**

Sir/Madam,

I was aware of the requirement that I must keep a minimum of 75% attendance to be eligible to appear for the End of Semester Examination (EoSE). I was however unable to meet this requirement in the following course(s)

S.No.	Course Code	Course title

The reasons for this shortage of attendance are:

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I do hereby understand and undertake to maintain the minimum of 75% attendance from next semester. If I fail to upkeep my attendance in next semester/s, I may not be permitted to undertake the EoSE.

I request you to please consider my case sympathetically, condone shortage of attendance as per University Ordinance and permit me to appear in the EoSE scheduled during November-December, 2016.

The details given above are correct and nothing is concealed. If any of the statement is found incorrect; necessary disciplinary action can be taken against me.

Date:

Signature of the Student

Name of the Student.....

Enrolment No.....

Semester.....

Contact Number.....

Email Id.....