



Pavanatma College

Murickassery, Idukki-685604

Recommendation to Grant Attendance

Order Number:-

Date of granting:-

1	Name of the student	
2	Class Number of the student	
3	Programme of study	
4	Year and Semester of study	
5	Number of days of attendance already granted in the semester	
6	Date and hours of absence	
7	Number of days of attendance required	
8	Details of the programme attended during the time	
9	Time schedule of the programme	
10	Recommendation of the teacher in charge of the above mentioned programme (Name of the teacher with designation and signature with date)	
11	Recommendation of the class teacher (Name of the teacher with designation and signature with date)	
12	Recommendation of the head of the department (Name of the teacher with designation and signature with date)	

Recommended/Refused to grant the attendance for the hours of the above mentioned date(s).

Date:-

(seal)

Principal.
(Signature).

Note:-

- Grant of attendance is limited to a maximum of 10 days in a semester.
- Order number should be filled by the H.O.D. and entered into the attendance granting register after the recommendation of the principal.
- Item 4 should be verified by the class teacher and H.O.D.
- The form should be submitted within 7 days of the day of absence.
- The student should enter the details in the movement register before attending the programme.