



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

Approved by Head of the Department

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.



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Form-E3

APPLICATION FORM TO AVAIL THE SERVICE OF SCRIBE

Name of candidate (in capital letters) :

Register No. :

Programme :

Semester :

Branch :

Affix recent
passport
size photo here

Course(s) for which the service of scribe is needed

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

DECLARATION

I hereby declare that the information above is true and correct to my knowledge.

Place:

Signature of candidate

Date:

Name and signature of Deputy controller of Examinations

Approved by Controller of Examinations

DECLARATION FORM FOR SCRIBES

Name and Address of the scribe (in capital letters):

Date of Birth :

Details of Educational qualifications/examinations appeared:

Name and Register No. of the student for whom the scribe
is appearing :

Specimen signature of the scribe :