

BASELIUS COLLEGE, KOTTAYAM

Recommendation for Granting Attendance

1. Name of Student :
2. Class, Semester & Class No :
3. Number of days attendance Required :
4. Dates & Hours of Absence :
5. Reason for Absence (Details of Programme attended) :
6. Recommendation of Teacher –in-charge with Name & Signature :
7. Number of days of attendance already Recommended in the Semester :
8. Name and Signature of the Class Teacher With date :
9. Order of the Principal :

Signature of the Principal

Place :

Date :

Note: * Attendance Limited to a maximum of 10 days
* Item 7 should be verified by the respective Class Teacher