

MALNAD COLLEGE OF ENGINEERING, HASSAN

Department of _____

DECLARATION

Subject: Declaration for Shortage of Attendance

I, Mr./Ms. _____, USN _____, a student of _____ Semester B.E./M. Tech/MCA, Department of _____, hereby declare that my attendance in the course(s) listed below is below the prescribed minimum attendance requirement.

I understand that as per the guidelines of the college, a minimum of 85% of attendance is mandatory to become eligible to appear for the Continuous Internal Evaluation (CIE) as well as Semester End Examination (SEE).

I hereby state that the shortage of attendance occurred due to the **following reason(s)**:

I solemnly undertake that:

1. I will attend all the remaining classes regularly and complete all the academic requirements
2. I will not repeat such shortage of attendance in the future.
3. I will abide by the decision of the department regarding my eligibility to appear for CIE.

I request the college authorities to consider my request and permit me to appear for CIE.

Details of Course(s) with Shortage of Attendance

Course Code	Course Title	Attendance %

Mobile No.: _____

Signature of the Student: _____ Signature of parent/guardian _____

Date: _____

Remarks/ recommendation of course faculty/mentor

Signature

Decision of HOD/BOE Chair

Signature