**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 ) :

1. 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