



**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY  
LONGOWAL, DISTT. SANGRUR (PUNJAB)  
(DEEMED UNIVERSITY - ESTABLISHED BY: GOVT OF INDIA)**

**APPLICATION FOR GETTING RELAXATION IN MANDATORY ATTENDANCE  
REQUIREMENT**

1. Name of the Department: \_\_\_\_\_ Date: \_\_\_\_\_
2. Name of student (in Capital Letters): \_\_\_\_\_ Registration No.: \_\_\_\_\_
3. Name of the Program: \_\_\_\_\_ Semester: \_\_\_\_\_
4. Period of absence: \_\_\_\_\_
5. Reason for absence (Attach proof): \_\_\_\_\_

(Signature of the student)

Subjects for which additional relaxation is sought:

S No	Subject name	Subject code	Name of the teacher	%age Attendance	Signature of the teacher*	% Relaxation sought
1.						
2.						
3.						
4.						
5.						
6.						
7.						

\*or attach copy of 'shortage of attendance' notice.

Endorsement by class counsellor

**Verified by:**

Medical Officer of the Institute (in case of Medical Reason)

**Recommendation by:**

Head of Department

Dean (A)

**Approved/Not approved**

Director cum Chairman Senate

Head of Department (for record and copy to all the concerned teachers)