

Date of Receiving: \_\_\_\_\_

Application No. \_\_\_\_\_

***Hidayatullah National Law University, Raipur (Chhattisgarh)***

**Application for Attendance Make-Up**

1. Name of the Student : \_\_\_\_\_
2. I.D.No./Class Roll No. : \_\_\_\_\_
3. Semester : \_\_\_\_\_
4. Reason for attendance Make-up : \_\_\_\_\_
5. Period : From \_\_\_\_\_ to \_\_\_\_\_
6. Total No. of Days : \_\_\_\_\_
7. Details of Enclosures\* : \_\_\_\_\_
8. Other information, if any : \_\_\_\_\_
9. Contact No. : \_\_\_\_\_

Date of Application: \_\_\_\_\_

Signature of Student \_\_\_\_\_

**Verified from the attendance record.**

<b>Name of the Course</b>	<b>No. of classed held during leave period</b>	<b>No. of Classes Absent</b>	<b>Name of Faculty Member</b>	<b>Sign.</b>

\* *Certificates are to be verified by the concerned Faculty Advisor.*

\_\_\_\_\_  
*Faculty Advisor*

**Receipt**

Application No. \_\_\_\_\_

We acknowledge the receipt of application for Attendance Make-Up from Mr/Ms \_\_\_\_\_, Sem \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Date: \_\_\_\_\_

for Examination Section