



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

FORM – AA1

REQUEST FOR CONSIDERATION OF ATTENDANCE

(FOR PHD SCHOLARS & MTECH STUDENTS WHO FORGOT TO PUNCH IN/OUT OR LATE PUNCHING)

| | | | | |
|--|------------|--------------|----|----|
| 1. Name of the applicant | | | | |
| 2. PhD/MTech & Dept | | | | |
| 3. Date & Time *FN – Forenoon *AF – Afternoon | Date | Both (FN&AN) | FN | AN |
| | | | | |
| | | | | |
| | | | | |
| 5. Reasons for late punching or for forgetting to punch in/out | | | | |
| 6. Whether present in the Institute or not, if YES | Yes, From: | To: | NO | |

Date : _____

Signature of the Applicant

Roll. No.: _____

Remarks and / or recommendations by Supervisor / HoD:-

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Signature of Supervisor/Faculty Advisor

Signature of HOD

To be submitted in Academics office, room no 10, Deans' Block

For office use:

Signature of JA(AA)

Signature of AR(AA)

Approved/Not Approved:

Signature of Dean (AA)