

## **Rules Relating to the Grant of Condonation of Shortage of Attendance**

1. Every candidate has to secure a minimum of 75% attendance of the total duration of the semester.
2. For this purpose, the duration of the Semester to which the candidate is admitted initially will be from the date of her actual admission.
3. Candidates having shortage of attendance up to 10% can apply for condonation of shortage in the prescribed form on genuine grounds.
4. The application for condonation shall be accompanied by the receipt of condonation fee.
5. The fee for application for condonation of shortage of attendance shall be **Rs. 1000/- (Rupees One Thousand only)**. Fee shall be paid in the College Office.
6. The application for condonation of shortage of attendance be submitted in the reception of the College Office before 11 November 2016.
7. Candidate can seek condonation of shortage of attendance only once during the programme.
8. In case the shortage of attendance is beyond condonable limit such students must repeat the programme for making up the shortage of attendance to become eligible for appearing the examination.
9. It is up to the discretion of the Examination Committee to decide on the merit of application for condonation.

Vice Principal



**MARIAN COLLEGE KUTTIKANAM (AUTONOMOUS)**

**Affiliated to Mahatma Gandhi University Kottayam**

**APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE**

(With effect from 2016 admission)

1.	Name of the Candidate (in Block Letters)			
2.	Name of the Department			
3.	Programme and Year of Admission			
4.	Register No. of the candidate if allotted already			
5.	Semester for which condonation is applied			
6.	Date of commencement of Examination			
7.	Whether condonation of attendance was already granted during the course of study  If Yes, give details	Yes/ No		
		Semester	Year	Percentage of attendance
8.	Details of working days in the Semester for which condonation is applied for	i. Total No. of working days for the Semester		
		ii. Minimum No. of days required for appearing in the examination		
		iii. No. of days attended by the candidate		
		iv. Percentage of attendance acquired		
9.	Reason for absence (Attach details on separate sheet countersigned by Faculty Advisor)			
10.	Particulars of documents attached, if any			
11.	Signature of the candidate with date			
12.	Recommendation of the Faculty Advisor with signature			

**CERTIFICATE BY THE HEAD OF THE DEPARTMENT**

Certified that the details furnished above were verified and found correct. Hence the application is recommended.

Place:

Date: (seal)

Signature of the HOD with Date

**Office Use Only**

**DECISION OF THE EXAMINATION COMMITTEE**

Granted

Not granted

Remarks: