

Price:
Rs: 25/-

MAHARAJA'S COLLEGE, ERNAKULAM

(Government Autonomous College)

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

(with effect from 2015 admission)

Read the instructions over leaf carefully before filling the form.

1. Name and address of the applicant (as in the college records in Capital Letters)				
2. Name of the Department				
3. Name of the course with Branch/subject and year of admission				
4. Details of the Semester/year in which condonation of attendance is sought	Branch/ Subject	Semester/ Year	Reg.No. with Month & Year	
5. Date of Commencement of Examination				
6. Whether condonation of attendance was already granted during the course of study. If yes, give details	Branch/ Subject with semester	Reg.No. & Year	Order No & date	Percentage/ days of shortage condoned
7. Details of working hours/days in the Semester/years for which condonation is applied for	i. Total No.of working hours/days for the Semester/Year.			
	ii. Minimum No.of hours/days required for Attendance Certificate			
	iii. No.of hours/days attended by the candidate			
	iv. Shortage of attendance in hours/days			
8. Reason for absence				
9. Particulars of fee remitted	Receipt No.	Date	Amount	Remarks
10. Particulars of enclosure				
11. Signature of the applicant with date				

CERTIFICATE BY THE HEAD OF THE DEPARTMENT

Certified that the details furnished above have been verified and found correct and that the reason for the absence is genuine. Hence the application is recommended.

Signature of the HoD with date

Sanctioned

Signature of the Principal with seal

(P.T.O.)

Rules Relating to the Grant of Condonation of Shortage of Attendance

1. Condonation is not granted as a matter of course; it will be granted only in cases where the students could not attain 75/80 per cent of the attendance for reasons beyond their control, provided the shortage of attendance is within the condonable limit.
2. Purpose of remittance should be clearly stated as "Fee for Condonation of Shortage of Attendance" and "Late fee for condonation", if late fee is required. Fee and Late fee can be remitted in the same chalan.
3. Applications for condonation should be accompanied by detailed statements in the form given below showing the days of absence during the academic year with reasons for each days absence.
4. In the case of illness such applications should be supported by proper medical Certificate, if the absence is for 5 or more days consecutively.
5. Applications which are not specifically recommended by the HoD entertained.
6. Applications not conforming to the above rules will not be considered.
7. The total number of working days in a semester should not be less than 90 days.
8. The fee for condonation fixed by the MG University, Ko tayam to be paid by the candidate at the college office counter @ Rs.1000/- (As per UO No.440/EAll/2/232/2013/Exam dated 19.9.2013.)
9. In case the shortage of attendance is beyond condonable limit such students must repeat the course for making up the shortage of attendance.
10. The HoD should not forward the applications for condonation of those students who have shortage of attendance beyond condonable limit.

STATEMENT OF ABSENCE

Date	No. of days/hours	Reason of absence
Total: Number of days/hours		

Certified that timely applications for leave was made and leave granted in time.

Signature of the Student

Signature of the HoD

Sanctioning order Number:

Date:

Signature of the scrutiny members:

Principal