



Maharaja's College Ernakulam



A GOVERNMENT
AUTONOMOUS COLLEGE

Details of Fee remitted to College
Rs.....
Receipt No
Date:

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE (Every column to be carefully filled in by the candidate)

1	Name of Programme				
2	Permanent Register No				
3	Name of the Candidate (in capital letters)				
4	Address for communication with Contact Number (in capital letter)	Contact No:			
5	Gender	Male / Female / Others			
6	Details of the semester in which condonation of attendance is sought	Semester : Month & Year of Examination:			
7	Date of commencement of Examination				
8	Whether condonation of attendance was already granted during the course of study. If yes , give details	Semester	Month & Year of Examination	Order No. & Date	Percentage/ days of shortage condoned
9	Details of days in the semester for which condonation is applied for	Total no. of days for the semester			
		Minimum No. of days required for Attendance certificate			
		No. of days attended by the candidate			
		Shortage of attendance in days			
10	Reason for absence				
11	Particulars of enclosure				
12	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 the reason for the absence is genuine. Hence the application is recommended.
Sanctioned.

Signature of the HoD with date

Signature of the Principal with date

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, Kottayam to be paid by the candidate at the college office counter @ **Rs.1050/-** (As per UO No.440/EAI/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.

<u>Date</u>	<u>No. of days</u>	<u>Reason of absence</u>
Total No. of days		

Signature of Principal