

ST. JOSEPH'S COLLEGE (AUTONOMOUS) IRINJALAKUDA
APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

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

CERTIFICATE BY THE PRINCIPAL/HOD

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 and forwarded.

(Office Seal)

Signature of the Principal/ HOD
with date

Date:

STATEMENT OF ABSENCE

Date	No: of Days	Reason for Absence
Total Number of Days/ Hours		

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

Signature of Student

Signature of Principal

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. Each application should be accompanied by a college Chalan receipt towards the fee remitted to the examination office. Condonation fee for Semester Course is Rs.750/- (for shortage upto 10%) Rs.1000/- (for shortage above 10%)
6. Applications which are not specifically recommended by the Principal will not be entertained.
7. Applications not conforming to the above rules will not be considered.
8. The total number of working days in a semester should not be less than 90 days and for yearly course it should be between 180-190 days in a year.
9. In case the shortage of attendance is beyond condonable limit such students must repeat the course for making up the shortage of attendance to become eligible for APC and then register for the examination along with their junior batch.
10. The Principal should not forward the applications for condonation of those students who have shortage of attendance beyond condonable limit.