

Sl. No.

UNIVERSITY OF KERALA

APPLICATION FOR CONDONATION FROM THE SHORTAGE IN THE MINIMUM ATTENDANCE PRESCRIBED

D. D to be drawn in favour of Finance Officer,
University of Kerala, Thiruvananthapuram-695 034

S. B. T.-D.D. payable at Service Branch, Tvpm.

S.B.I.-D.D. at Main Branch, Tvpm.

Pay-in-slip/D.D. (SBT/SBI) No.....

Uty. Cash Counter/Friends.....

Amount Rs.....Date of Payment.....

Name of Bank in case of D. D.....

(Add Rs. 10/- as service charge for every D. D.)

1. Name in block letters

2. College and the class in which the candidate studies

3. Course for which exemption is applied. (Year and Subject should be specified)

4. Date of Commencement of Examination

5. Total Number of working days for the year

6. Number of days attended by the candidate

7. Minimum number of days required for attendance certificate (75 percent)

8. Shortage of attendance-Number of days

9. Reasons for absence

10. Particulars of enclosures, if any

11. Signature of Applicant and date

12. Recommendation of the Principal of the College

13. Valid reasons for recommendation

*Certified that condonation was not granted to the student previously for the.....

.....course

Station.....

Office Seal

Signature of the Principal

Date.....

.....College

Note : 1. Read overleaf for instructions. This application should be forwarded within the day specified overleaf with pay-in-slip/D. D. or Friends receipt for the prescribed fee.

2. *This certificate should be furnished by the Principal in case of students in the senior class.

P.T.O.

RULES RELATING TO CONDONATION FROM THE SHORTAGE IN THE MINIMUM ATTENDANCE PRESCRIBED

1. Condonation is not granted as a matter of course. It will be granted only in case where the Syndicate is satisfied that the students could not keep 75 percent of the attendance for reasons beyond their control.

2. Applications for condonation should be accompanied by the detailed statements in the form attached* showing the days of absence during the academic year with reasons for each day's absence.

In case of illness such applications should be supported by proper Medical Certificates.

3. Applications for condonation should be forwarded at least ten days before the commencement of the University Examinations.

Note : If full particulars under items 4 and 5 of the application cannot be furnished, a supplemental statement with full information should be submitted.

Fee-upto 10 days Rs. 100 upto 20 days Rs. 200

4. Applications should be specifically recommended by the Principal.

5. Applications not conforming to the above rules will not be considered.

Statement of Absence

Date	No. of Days	Reasons for Absence

Total No. of Days

Office Seal

Signature of the Student

Certified that timely application for leave was made and leave granted at the time.

Office Seal

Signature of the Principal