

**UNIVERSITY OF KERALA**  
**Application for Condonation of Shortage of Attendance**

Price Rs. 25/-  
(Twenty five only)

**Details of fees paid**

Pay-in-slip/D. D./E-payment receipt No.....University Cash Counter/Bank / online, Date.....Amount.....

1. Name of Applicant (in Block letters)	
2. Candidate Code	3. Academic Year
4. Semester & Course for which the exemption is applied (Mandatory)	
5. College	
6. Date of Commencement of Examination	
7. Total No. of Working Days for the Sem/Year	
8. No. of days attended by the Candidate	
* Any corrections/overwriting in column number 7, 8 must be attested by the Principal	
9. Min. No. of days required for appearing the Exam (75% of total no. of working days)	
10. Shortage of attendance (No. of days)	
11. Previous Condonation Details Availed	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If Yes, Sem.....Order No. & Date..... .....
12. Contact Number E-mail ID	
13. Signature of Applicant & Date	
14. Recommendation of the Principal of the College (To be filled by the Principal) (Mandatory)	
15. Remarks	

**Declaration / Certificate**

I hereby certified that the above mentioned details are correct to the best of my knowledge.

Station:

Date :

**Office Seal**

Signature of the Principal  
(With Designation Seal)

### **Instructions**

- a. 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% of the attendance for reasons beyond their control. Condonation can be availed only for 2 times during the entire course.
- b. The sole authority to recommend and forward the application is the Principal. In the absence of Principal, Principal in charge can forward the application.
- c. Any corrections, over writing/ using of whitener in column 7 & 8 should be attested by the Principal.
- d. Details of absence should be furnished as per the table attached below showing the days of absence with reasons for each day's absence during the Semester. A supplemental statement of absence with the signature of the Principal, Designation Seal and Office seal can be submitted if the table is not sufficient for filling up the statement of absence.
- e. Continuous absence of more than 5 days require Medical Certificate in original.
- f. Previous Condonation details should be mentioned in column 11 and University Order regarding the same should be attached.
- g. Recommendation by the Principal in Column No. 14 is mandatory. Signature of Principal, Designation Seal & Office Seal should be affixed on both sides of the application and in the statement of absence.
- h. Application for condonation should be forwarded 10 days before the first notified exam date. A fine of Rs.1050/- will be levied after that. Change in date of Examination will not be considered for calculating the fine.
- i. Fee: upto 10 days of Condonation Rs. 105/- upto 20 days Rs. 210/-.
- j. Details of Re-admission candidates/College transfer/Malpractice cases should be mentioned in the remarks column & U.O. regarding the same should be attached.
- k. Fee for resubmission of application is Rs. 105/-
- l. Online fee payment can be made through the link. <https://pay.keralauniversity.ac.in>.
- m. Corrections of defective applications shall be made in the original application only and the same may be resubmitted along with a copy of the defect memo and fee of Rs. 105/- as handling charge.

### **Statement of Absence**

Dates of Absence during the entire Semester	Number of Days	Reasons for absence

Total No. of Absent Days :

Signature of the Student

**Office seal**

Signature of the Principal  
(With Designation Seal)