



## CARMEL COLLEGE (AUTONOMOUS)

Nationally Re-Accredited with 'A' Grade

Mala – 680732, Thrissur (Dt), Kerala, Phone: 0480 2890 247

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### APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

(with effect from 2022 admission)

*Read the instructions over leaf carefully before filling the form.*

1. Name and address of the applicant (as in the University records in Capital Letters)				
2. Name of the course with Branch/subject and year of admission	Branch/ Subject	Semester/ Year	Reg. No. with Month & Year	
3. Date of Commencement of Examination				
4. Whether condonation of attendance was already granted during the course of study. If yes, give details	Branch/ Subject with semester	Reg. No.& Year	U.O. No with date	Percentage/ Days of shortage condoned
5. 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			
	iii. No. of hours/ days attended by the candidate			
	iv. Shortage of attendance in hours/ days			
6. Reason for absence				
7. Particulars of fee remitted	Receipt No/ Transaction id	Date	Amount	Bank Details
8. Particulars of enclosure				
9. Signature of the applicant with date				

#### **CERTIFICATE BY THE PRINCIPAL**

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

Verified by

Recommended by

Sanctioned by

Class In-Charge

HoD

Principal

Station:

(Office Seal)

Date:

## STATEMENT OF ABSENCE

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

Signature of the Student

Sanctioned by 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 Pay in Slip.
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 College’s account receipt towards the fee remitted to the college fund under the specific head of account of the college. Condonation fee for semester course is Rs.965/- (For shortage upto10%), with Medical certificate. Up to 24 days in case of Arts & Science Colleges and 20% in case of Professional courses :  
Rs.1270/- Late fee : 2440/-.
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.
11. Application for condonation along with a covering letter showing all details should be forwarded to The Controller of Examination, Carmel College (Autonomous), Mala, Pin-680732 by post, two weeks before the commencement of the Exam. A late fee Rs.1000/-Should be remitted for applications received after the academic year concerned.

**College’s account:**

<b>Account Name</b>	<b>: Carmel College</b>
<b>Bank</b>	<b>: Federal Bank</b>
<b>Account No</b>	<b>: 14330100178990</b>
<b>Branch</b>	<b>: Mala</b>
<b>IFSC</b>	<b>: FDRL0001433</b>



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