



St Mary's College (Autonomous)
Thrissur-20

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1	Name of the Candidate (In Block Letters)		
2	Address & Contact Number		
3	Name of the Department		
4	Programme & Year of Admission		
5	Register No. of the Candidate		
6	Semester for which condonation is applied		
7	Whether condonation of attendance was already availed by the Candidate during the course of study? If "YES", give details	1.	
		2.	
8	Details of the Courses for which condonation is applied	Title of the Course	% of Attendance
9	Reason for absence		
10	Particulars of documents submitted, if any		

11	Fee Remittance Details (Amount paid, Receipt No. / Transaction ID with Date)	
12	Signature of the Candidate with Date	
13	Name & Signature of the Parent/Guardian with Date	
14	The character and conduct of the Candidate (To be filled by the Tutor-in- Charge)	
15	Name & Signature of the Tutor with Date	

RECOMMENDATION BY THE PRINCIPAL

Details furnished above were verified and found correct. A timely application was made by the candidate for leave. Hence, this application for condonation of attendance shortage is recommended and forwarded.

Place :

Date:

(Office Seal)

Signature with Date

Rules for Condonation Eligibility

1. Every candidate has to secure a minimum of **73% attendance** in the total duration of the Semester to be eligible for Exam Registration. However, a shortage of attendance may be condoned.
2. Condonation application should be given not later than **two weeks** before the commencement of the examination.
3. Condonation will not be granted for more than once in an academic year for any programme of study.
4. Condonation will be granted on the following conditions-
 - ✓ The prescribed fee has been paid & details are submitted with the application form
 - ✓ The reasons for shortage of attendance are genuine and satisfactory
 - ✓ The application is recommended and forwarded by the Principal to the office of CoE
5. Condonation of shortage of attendance to a maximum of **10% of working days** in the case of single condonation and **20% in the case of double condonation** in a semester shall be granted by the College on the remittance of the required fee by the candidate.
6. On genuine medical grounds, **UG Students** can avail condonation of shortage of attendance in a maximum of **four semesters** during the entire programme, either **four single condonations** or **one double condonation and two single condonations** during the entire programme.
7. In the case of **PG students**, **two times** (for single condonation only) during the whole period of Post Graduate programme may be granted and if a double condonation is availed, only one condonation shall be allowed during the entire programme.
8. Maternity & menstrual leaves shall be treated as authorized absences
9. The fee for condonation up to 10% of total working days is **Rs 500**. The fee for condonation up to 20% of total working days is **Rs 1000/-**. A fine of **Rs.1000/-** will be imposed additionally on each candidate in case of delayed submission of application for condonation.