



K.S.R COLLEGE OF ENGINEERING

(Autonomous Institution, Approved by AICTE, Accredited by NAAC with 'A++' grade & Affiliated to Anna University)

K.S.R. Kalvi Nagar, Tiruchengode – 637 215, Tamil Nadu, India

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Rules Relating to the Grant of Condonation of Shortage of Attendance

1. A candidate who could Secure attendance (between 65% to 74%) only in the current semester due to medical reason i.e. Trauma/ Infectious Diseases / Surgeries requiring continuous medical attention, on submission of a valid medical certificate in time, obtained from a Registered Doctor not below the rank of Assistant Surgeon are given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for the current semester examinations.
2. A candidate who could Secure attendance (between 65% to 74%) only in the current semester due to participation in College / University / State / National / International level Sports events, Paper or Project Presentation in National / International Conference with prior permission from the Principal shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for the current semester examinations.
3. Permission Mentioned in (1) and (2) can be allowed only ONCE during his /her entire programme of study.
4. The Application should reach to COE office, ONE WEEK before the commencement of End Semester Examination.
5. The Condonation Fee of Rs. 2000/- should be paid at the COE office after getting proper permission from the Principal.
6. In case the shortage of attendance is beyond condonable limit such students will not be permitted to write the end-semester examination and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year after getting necessary permission from the authorities.
7. Applications which are not specifically recommended by the Head of the Department and Principal will not be entertained.
8. Head of the Department should not forward the applications for condonation of those students who have shortage of attendance beyond condonable limit.
9. Applications not conforming to the above rules will not be considered for condonation of shortage of attendance.

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APPLICATION FOR CONDONATION OF ATTENDANCE SHORTAGE

Name of the Student								
Register Number								
Year / Semester								
Batch								
Date of Application				Attendance Percentage				
Currently pursuing Semester	1	2	3	4	5	6	7	8
Number of times applied for Condonation in the past								
Reason for Absence								
Details and Particulars of Enclosure								

Signature of the Student

CERTIFICATE:

Certified that the above details of Attendance furnished by the candidate have been verified and found CORRECT / INCORRECT.

Name & Signature of the Mentor(s)

Signature of the HOD

Recommended / Not Recommended

Principal

Details of Payment made

Bank Name & Branch	Date of Payment	Challon No	Amount Paid
DBS Bank Ltd,Thokkavadi.			

CONDONED / NOT CONDONED

Controller of Examinations