



**ST.TERESA'S COLLEGE, ERNAKULAM  
(AUTONOMOUS)  
Affiliated to Mahatma Gandhi University, Kottayam**

Details of Fee remitted	
Rs.	: .....
Challan No	: .....
Date	: .....

**APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE**

(With effect from 2014 admission)

1.	Name of the Candidate (in Block letters)			
2.	Name of the Department			
3.	Programme and Year of Admission			
4.	Register No. of the candidate if allotted already			
5.	Semester for which condonation is applied			
6.	Date of commencement of Examination			
7.	Whether condonation of attendance was already granted during the course of study  If Yes , give details	Yes/ No		
		Semester	Year	Percentage of attendance
8.	Details of working days in the Semester for which condonation is applied for	i. Total no. of working days for the Semester		
		ii. Minimum no. of days required for appearing in the examination		
		iii. No. of days attended by the candidate		
		iv. Percentage of attendance		
9.	Reason for absence			
10.	Particulars of documents attached, if any			
11.	Signature of the candidate with date			
12.	The character and conduct of the candidate (To be filled by the class teacher)			
13.	Signature of the class teacher with date			

**CERTIFICATE BY THE HEAD OF THE DEPARTMENT**

Certified that the details furnished above were verified and found correct. Hence the application is recommended.

Place :

Date:

(Seal)

Signature of the HOD with date

### **Rules Relating to the Grant of Condonation of Shortage of Attendance**

1. Every candidate has to secure a minimum of 75% attendance of the total duration of the semester as provided in the regulation concerned.
2. For this purpose, the duration of the semester to which the candidate is admitted initially will be from the date of her actual admission.
3. Candidates having shortage of attendance upto 10% can apply for condonation of shortage in the prescribed form on genuine grounds.
4. The fee for application for condonation of shortage of attendance shall be **Rs. 1000/- (Rupees One Thousand Only)**. Fee shall be paid in the form of a Challan from Indian Bank.
5. The application for condonation of shortage of attendance should be forwarded to the office of the Controller of Examinations along with the fee receipt, 10 days, before the commencement of the semester examination.
6. Candidate can seek condonation of shortage of attendance only once for two year programmes and twice for three year programmes.
7. In case the shortage of attendance is beyond condonable limit such students must repeat the programme for making up the shortage of attendance to become eligible for applying for the examination.
8. Applications not conforming to the above Rules will be rejected.

(Sd/-)

**CONTROLLER OF EXAMINATIONS**