



ST. TERESA'S COLLEGE, (AUTONOMOUS), ERNAKULAM
APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

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		
5.	Semester for which condonation is applied		
6.	Whether condonation of attendance was already granted during the course of study If Yes, give details	1.	
		2.	
7	Details of the courses for which condonation is applied	Title of course	% of Attendance
9.	Reason for absence		
10.	Particulars of documents submitted, 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. Condonation is not a right, but a privilege granted on the basis of genuineness of reasons and student's adherence to the basic discipline of the campus and department. Condonation application has to be duly recommended and forwarded by the department concerned. The final authority regarding condonation shall be the Principal.
2. Every candidate has to secure a minimum of 73% attendance of the total duration of the semester as provided in the regulation concerned.
3. For this purpose, the duration of the semester to which the candidate is admitted initially will be from the date of her actual admission.
4. Candidates having shortage of attendance upto 10% can apply for condonation of shortage in the prescribed form on genuine grounds. Condonation will be allowed only twice during the programme of study .
5. 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.
6. Applications not conforming to the above Rules will be rejected.

(Sd/-)

CONTROLLER OF EXAMINATIONS