

KANNUR UNIVERSITY



Sl. No.

1851

Application for condonation of shortage of Attendance

1. Name of the Candidate (in Block letters)	
2. Name of the College	
3. Name of the Course & Year of study, Reg. Number	
4. Address to which communications are to be sent	
5. Total number of working days / hours for the year/ semester	
6. Minimum Number of days/hours required for atten- dance Certificate 75%, 80% for MBBS, BAMS, MCA, M.Tech. etc.	
7. Number of days/hours attended by the candidate	
8. Shortage of attendance, Number of days/hours	
9. Reason for absence	
10. Particulars of fee remitted: Chalan No. Date Amount Name of Treasury	
11. Particulars of enclosures	
12. Signature of applicant	
13. Recommendation of the Principal of the College	

Certified that condonation was not granted to the student previously for the.....

.....Course.

Station :

Date :

Signature of the Principal

(P.T.O.)

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 case where it is satisfied that the student could not keep 75/80 per cent of the attendance of reasons beyond their control.
2. Applications for condonation should contain the details of days of absence during the academic year with reasons for each day's absence.
3. If he absence is for 5 or more consecutive days, medical certificate should be attached.
4. Application should be accompanied by a Treasury/Bank Chalan receipt for Rs. 100 towards the fees for exams other than Semester Coursed. Purpose of remittance should be stated as "Fee for Condonation of shortage of Attendance".
5. Application for Condonation should reach the Controller of Examinations, Kannur University, Kannur 670 001, ten days before the commencement of the University Examination. A late fee of Rs. 10 should be remitted for applications received after the prescribed date.
6. Applications which are not specifically recommended by the Principal will not be entertained.

Details of absence

Date	Number of days/hours	Reason of absence
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Total number of days/hours

Certified that Applications for leave were given in time and they were granted.

Signature of the Candidate

College Seal

Signature of the Principal