



SRI SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1. Name of the Student : _____ Male/Female
(In Block Letters)

2. Status of Studentship : _____
a. Name of the Centre : _____ Batch : _____
b. Name of the Course : _____ Admission No. _____
c. Semester No./Academic year : _____

3. Whether granted Condonation previously, if so, give details : _____

4. Particulars of absence during _____ Semester session for which condonation is warranted.

Date	No. of days	Reasons	Proof, if any	Total No. of days of absence

5. Total number of days attended for the semester session : _____

6. Fee Remitted (Proof to be attached) : Receipt No. _____ dtd. _____ of _____
Rs. : _____

7. Signature of the student with date : _____

VERIFICATION REPORT

I, do solemnly state that Sri./Smt./Kum.....
Admission No. has attained an attendance of.....days out of the total
.....working days for the semester of..... course; and that a shortage of.....
percentage of attendance needs be condoned to render the candidate eligible for appearance in the
said semester exam that is to be held from He/She has/has not previously
availed of the benefit of condonation fordays / percentage during the course of the
semester..... / Academic year His / Her absence for the period mentioned in
the application is bonafide; and therefore, I recommend it for reason of

Place : Signature of the Head of the Dept./ Signature of the Director
Date : Teacher in-charge of the Dept. Main Centre/Regional Centre

(Office Seal)

RULES & REGULATIONS FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1. The Vice Chancellor shall be the authority to grant condonation of shortage of attendance.
2. The provision of condonation per semester will not be a matter of course, nor equally will it be claimed as a matter of right on the part of the student. However, at the same time, it is permitted in genuine cases where the Vice Chancellor is satisfied that the student could have attained a minimum of 80% of attendance, but for reasons / matters beyond the normal control of the student.
3. Condonation of shortage of attendance shall be available to a maximum of 20% or part thereof in an academic year for appearing in the University Examinations for BA/BFA/MA/MSW Degree Course.
4. In cases of shortage of attendance due to illness, proper medical certificate should invariably be attached to the application.
5. An amount of Rs. 100/- (Rupees One hundred only) must be remitted and Acknowledgement for Receipt of money as fee therefor attached to the application.
6. Application completed in all respects should reach the Registrar 15 days in advance of the University Examination.
7. Application without conforming to the rules is liable to be rejected without any intimation.

Sd/-
Registrar