



GOVERNMENT COLLEGE OF ENGINEERING, SALEM ::636011
 (AN AUTONOMOUS INSTITUTION AFFILIATED TO ANNA UNIVERSITY, CHENNAI)
APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

(Please read the instructions over leaf carefully before filling the form)

Year of Admission : **Month:** **Year:**

B.E. : Full Time:

M.E. : Full Time:

1. Name

2. Register No. **3. Current Semester:**

4. Branch

5. Number of Times: **First Time** **Second Time**

6. Number of Courses Condoned for want of attendance in the Current Semester. Furnish the Particulars. Number of Courses :

Course Codes	% of Attendance Secured

7. Reason for Absence

8. Particulars of Enclosure

(The Candidate is instructed to submit the documents)

Date: _____ **Signature of the Candidate**

CERTIFICATE:

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

Date: _____ **RECOMMENDED / NOT RECOMMENDED**

Signature of Faculty Advisor _____ **Signature of Head of the Department**

CONDONED / NOT CONDONED

PRINCIPAL

Rules Relating to the Grant of Condonation of Shortage of Attendance

1. A candidate who could Secure attendance in each course (Full Time students is between 65% and 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 Government 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 in each course (Full Time students is between 65% and 74%) only in the current semester or 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 **TWICE** during his /her entire course of study.
4. The Application should reach to COE office GCE/ SLM, **ONE WEEK** before the commencement of End Semester Examination.
5. The Condonation Fee is of (i) Rs.1000/- for one course and Rs. 300/- for every additional course for first time and (ii) Rs.5000/- for one course and Rs. 1000/- for every additional course for Second time should be paid in SBI, Omalur through the Chalan available at the COE office **AFTER GETTING PRIOR 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 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.

STATEMENT OF ABSENCE

<i>Date</i>	<i>Reason for Absent</i>	<i>Remarks</i>

Signature of the Candidate

RECOMMENDED / NOT RECOMMENDED

Date:

Signature of Faculty Advisor

Signature of Head of the Department

Details of Fee Payment (Fee Payment receipt to be enclosed)			
Amount Paid		<i>State Bank of India Scroll No.</i>	<i>Date</i>
<i>In Figure</i>	<i>In words</i>		