GOVERNMENT COLLEGE OF ENGINEERING, SALEM - 636 011

(NAAC Accredited with A+, An Autonomous Institution, Affiliated to Anna University, Chennai)

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

(Please read the instructions overleaf carefully before filling the form)

Year of Admission		Month & Year of Exam	

B.E.: Full Time		Part Time / Working Professionals		**M.E.:** Full Time	

1. Name	

2. Register No.																3. Current Semester	

4. Branch	

5. Whether condonation of attendance was already granted during previous semesters. If yes, furnish the particulars.	Number of times :	
	Semester details :	

6. Details of working hours in the current semester	a) Total number of working hours	
	b) Total number of hours present by the candidate	
	c) Total number of hours absent	
	d) Percentage of attendance (%)	

7. Reason for absence	

(The candidate is instructed to submit the Statement of Absence in the prescribed format)

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.**

RECOMMENDED / NOT RECOMMENDED

Date:

Signature of Faculty Advisor **Signature of Head of the Department / CFA**

CONDONED / NOT CONDONED

PRINCIPAL

Rules Relating to the Grant of Condonation of Shortage of Attendance

1. A candidate who has secured attendance within the range specified in table in the current semester due to medical reasons, 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,** shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for the current semester examinations.

Degree	Admitted Regulations	Secure attendance
B.E.(FT/PT/WP), M.E. (FT)	2022 R, 2023 R, 2025 R	between 65% and 74%
B.E.(FT/PT/WP), M.E. (FT)	2026 R	between 70% and 79%

2. Permission Mentioned in (1) can be allowed only **TWICE** during his/her entire course of study.
3. The Application should reach to COE office, **ONE WEEK** before the commencement of End Semester Examination or by the date announced by the COE.
4. The Condonation Fee is of (i) **Rs.2000/-** for First Time and (ii) **Rs.5000/-** for Second time should be paid through UPI/QR code Payment at the COE office **AFTER GETTING PRIOR PERMISSION FROM THE PRINCIPAL**.
5. In cases where the shortage of attendance exceeds the permissible limit for condonation, the students shall not be permitted to appear for the End-Semester Examination or proceed to the next semester. They shall be required to repeat the incomplete semester in the next academic year after obtaining the necessary permission from the competent authorities.
6. Applications that are not duly recommended by the Head of the Department shall not be entertained.
7. The Head of the Department shall not forward applications for condonation of shortage of attendance from students whose attendance is below the minimum limit prescribed for condonation.
8. Applications that do not comply with the above rules shall not be considered.

STATEMENT OF ABSENCE

Date(s)	*Reasons for Absent*	*Remarks*

Signature of the Candidate

RECOMMENDED / NOT RECOMMENDED

Date:

Signature of Faculty Advisor **Signature of CFA / Head of the Department**

Details of Fee Payment *(Fee Payment receipt to be enclosed)*			
Amount Paid		*UPI Transaction Number*	*Date*
In Figure	In words		