



**GOVERNMENT COLLEGE OF ENGINEERING  
SALEM-636 011**

*(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 of EXAM	
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<b>B.E.:</b> Full Time		Part Time		<b>M.E.:</b> Full Time		Part Time	
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1. Name																	
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2. Register No.											3. Current Semester	
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4. Branch	
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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 / Days in the Current Semester	a) Total No. of working hours/days	
	b) Total No. of hours/days Present by the candidate	
	c) Total No. of hours/days Absent	
	d) Percentage of Attendance (%)	

7. Reason for Absence	
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*(The candidate is instructed to submit the Statement of Absence in the prescribed format)*

8. Particulars of Enclosure	
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*(The candidate is instructed to submit the documents)*

<b>Date :</b>			-			-			<b>Signature of the Candidate</b>
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**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 Professor Incharge of Course**

**CONDONED / NOT CONDONED**

**PRINCIPAL**

## ***Rules Relating to the Grant of Condonation of Shortage of Attendance***

1. A candidate who could Secure attendance ( Full Time students is between 65% and 74% and Part Time Students is between 61 % and 69 %) 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 ( Full Time students is between 65% and 74% and Part Time Students is between 61 % and 69 %) 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 First Time and (ii) Rs.5000/- 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.

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### ***STATEMENT OF ABSENCE***

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

*Signature of the Candidate*

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**RECOMMENDED / NOT RECOMMENDED**

**Date:**

**Signature of Faculty Advisor**

**Signature of Head of the Department**

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