

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

1. Name of the Candidate :
2. Name of Department/Institution :
3. a) Reg. No. of the candidate :
if allotted already
b) Course & Year of Admission :
4. Semester for which condonation is applied :
5. Reasons for absence :
6. Amount of fee remitted :
7. Particulars of documents attached, if any :

Signature of the candidate

CERTIFICATION BY THE HEAD OF THE INSTITUTION

1. The details furnished by the candidate were verified and found correct and bonafide
2. a) Total number of working days in the semester :
b) Number of days attended by the candidate :
c) Percentage of shortage of attendance :
3. Details of semester Examination at which shortage of attendance was condoned earlier, if any :
4. The Disciplinary background of the candidate :
5. Compliance of the Code of Conduct :
6. The character and conduct of the candidate are

Specific recommendation of the
Head of the Institution

Place:
Date:

Signature of the Head of the Institution

(Seal)

Rules regarding attendance requirements

1. Every candidate is to secure a minimum of 75% attendance of the total duration of the course as provided in the Regulations concerned.
2. For this purpose, the duration of the semester to which a candidate is admitted initially will be from the date of his/her actual admission.
3. Candidates having a shortage of attendance upto 5% can apply for condonation of shortage in the prescribed form on genuine grounds.
4. Application for condonation of shortage of attendance should be forwarded so as to be received in the office of the Controller of Examinations along with the final attendance statement, 7 clear days, before the commencement of the semester examination.
5. It shall be open to the Vice-Chancellor to consider such applications and condone the shortage depending on the merit of each case.
6. Candidate can seek condonation of shortage of attendance only once for 2 year courses and twice for other courses during the entire course.
7. Unless the shortage of attendance is condoned, a student is not eligible to be promoted to a higher semester and he/she has to repeat the respective semester at the next available chance.
8. Applications not conforming to the above Rules will be summarily rejected. The fee remitted by the candidate be adjusted to his fees, if the application is rejected.

These rules will be in supercession of all prevailing rules regarding attendance requirement, the regulations and will be applicable to all courses offered by the University.

am