

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
PROVIDENCE WOMEN'S COLLEGE (AUTONOMOUS), KOZHIKODE-9
APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE**

1	Name of the Applicant	
2	Register No	
3	Name of the Programme and Semester	
4	Percentage of Total attendance	
5	Reason for absence	
6	Whether condonation of attendance was already granted during the course of study. If yes, give details	
7	Particulars of fee remitted	Amount paid
		Mode of payment.
		Transaction id (if online)
8	Documents enclosed	
9	Signature of the candidate	

Certified that the details furnished above have been verified and found correct and that the reason for the absence is genuine. Hence the application is recommended.

Name and Signature of the tutor with date :

For office use only

Assistant

Controller of Examinations

Principal

Rules Relating to the Grant of Condonation of Shortage of Attendance

1. A student shall be permitted to appear for the end-semester examination of a specific course to acquire the credits only if she has minimum 75% attendance (has completed minimum 75% of the prescribed classroom activities in physical, online, or blended modes, including any compensating activities as specified by the faculty of that particular course).
2. Records for classroom participation shall be maintained by the faculty concerned.
3. Condonation of attendance shortage on medical grounds - to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester - shall be granted by the College on the remittance of the required fee by the candidate.
4. Students can avail condonation of shortage of attendance on medical grounds in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme).
5. If a student fails to get the required attendance within condonable limit, she can move to the next semester only if she has acquired at least 50% attendance. In such cases, a provisional exam registration is compulsory.
6. Such a student can write the examination for the entire courses of the semester, in which shortage of attendance occurs, as supplementary examination only after the completion of the entire programme.
7. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission.
8. A medical certificate from a registered medical practitioner is mandatory for the candidate to seek condonation for attendance shortage.
9. Applications which are not specifically recommended by the tutor will not be entertained.