

**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 and condonation

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.
  - (i) The Head/Director/Principal is authorized to grant 5% condonation of attendance after collecting the fee of Rs 1350/- along with Application form fee of Rs 140/-  
3 . The proceedings of the Head/Director/Principal granting condonation, fee shall be forwarded to the University before the commencement of the semester examination.
  - (ii) The Vice Chancellor is authorized to grant an additional 5% condonation of attendance after remittance fee of Rs. 2560/- along with Application form fee of Rs 140/-. Application for condonation of shortage of attendance along with Medical Certificate 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. For granting condonation the student has to submit the Medical Certificate endorsed by the University Medical Officer.
4. Condonation of attendance can be granted **only once** for the 4 semester courses and **only twice** for all the other programmes.
5. 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.
6. 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.
7. 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.