

## Rules for Condonation

- Students having lack of attendance(<75%) are not eligible to write their Summative Examination.
- Condonation of attendance can be availed only by the candidates who have applied leave to the Principal through the Head of the Department in advance.
- Condonation of attendance can be availed twice by a UG student and only once by a PG student during the course of his\her study.
- In case of, students who didn't pay the condonation fine he\she has to write the exams in the subsequent semesters with doubling of fine.
- In case of long absence under medical grounds, leave application should be submitted by post or messenger during the course of medical treatment. Subsequently certificate obtained from Registered Physician should be submitted along with all supportive bills, vouchers, receipts and reports. This will be considered only for condonation and not as attendance or leave on Other Duty (OD).
- Students with less than 50% of attendance will not be permitted to appear for the current semester and they have to redo the course.
- To avail condonation students should apply by downloading the form, Attendance Committee will scrutinize and recommend the genuine cases.

Percentage of attendance	Remarks
>75%	Eligible to write the summative examination
70-75%	Condonation fine Rs. 800/- and can write the exam in current semester.
65-69%	Condonation fine Rs. 1600/- and can write the exam in current semester.
50-64%	Not eligible to write the exam in current semester but can write the exams in subsequent semesters.
Below 50%	Redo the Course
Availed condonation (Exceeded Limit)	Redo the Course

  
Principal

13/5/23