MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

An Autonomous Institution

Affiliated to Pondicherry University, Approved by AICTE, New Delhi,
Accredited by NBA, New Delhi and NAAC with 'A' Grade
Kalitheerthalkuppam, Puducherry- 605 107.

CONDONATION APPLICATION FORM

(Applicable only TWO Times for entire Program)

Condonation for End Semester Examinations..... Date:

Name of the Student			
Degree and Department			
Register Number		Pursuing Semester	
Percentage of Attendance (As on the last working day)			
Reason for shortage of attendance			
History of Condonation, (1st /2nd) If 2nd , details of Condonation in previous semester			
Condonation Fee (Tick category)	Rs.2500/- (First Time) ☐ Rs.5000/- (Second Time) ☐		
Particulars to be attached	1. Medical Certificate (Issued by Govt. Doctor not below the rank of Assistant Surgeon) (OR) Approval letter of exemption from concerned Authority (for Academic/Sports activities in University / College/ National/ International level or NCC/NSS/Indian Army Programs in State/National) 2. Undertaking letter from student 3. Payment Proof (Receipt)		

Certificate of Condonation

Certified that the above details of attendance percentage furnished by the student has been verified and approved for Condonation (1st Time /2nd Time)

Recommended By	Approved by
HOD sign & seal	PRINCIPAL

For COE Office :

Verified By **ACOE** **COE**

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Office of the Controller Of Examinations

Rules Relating to the Grant of Condonation for Shortage of Attendance

1. Condonation is not a right, but a privilege granted on the basis of genuineness of reasons and student's adherence to the basic discipline of the campus and department. Condonation application has to be duly recommended and forwarded by the department concerned. The final authority regarding condonation shall be the Principal.

2. Every candidate has to secure a minimum of 75% attendance of the total duration of the semester as provided in the regulation concerned.

3. For this purpose, the duration of the semester to which the candidate is admitted initially will be from the date of her actual admission.

4. Candidates having shortage of attendance upto 25% can apply for condonation of shortage in the prescribed form on genuine grounds. Condonation will be allowed only twice during the programme of study .

5. In case the shortage of attendance is beyond condonable limit (<60%) such students must repeat the programme for making up the shortage of attendance to become eligible for applying for the examination.

6. Applications not conforming to the above Rules will be rejected.

PROCEDURE

1) A candidate who could secure attendance percentage **60% and 75 %** in the pursuing semester (current semester) due to

(i) Medical Grounds

(ii) Participation in various Academic activities with attendance below 75%

a. Paper or Project Presentation in National/International conference with prior approval from HOD and The Principal

b. NCC/NSS/Indian Army Programmes in State/National Level with prior approval from the HOD and the Principal and issuing certificates after participation.

(iii) Participation in various Sports activities with attendance below 75%
College /University/State/National/International level sports events

2) The above mentioned eligible students can apply, for Condonation by paying prescribed fee of **Rs.2500/-** per student per semester (for First Time request) and **Rs.5000/-** (for second time request) and submit their Condonation form after getting duly signed by the concerned authorities. Payment can be paid by **CASH** to accounts department

3) Student may fill up the details with the help of Class Adviser and forwarded after complete authentication by HOD and the Principal**. (at least a week before the commencement of End Semester Exam- Theory/practical)** to the office of COE

4) A student **can be allowed only TWICE** under condonation for his/her entire period of study.

5) Incase a student is below the condonable limit (less than 60% attendance), then he/she is not eligible to take up the current semester courses in End Semester Examinations. Such students needed to **REDO** the same only in the next academic year. But he/she is eligible to take up the arrear courses Examinations.

CONTROLLER OF EXAMINATIONS