

Alagappa University

Application for grant of condonation of shortage of attendance

TO be carefully filled in by the candidate

Name of the Bank	_____
Amount Rs.	_____
DD No.	_____
Date of Payment	_____

Note : Applications should be sent to this office 15 days prior to the date of commencement of the respective examinations. Applications received after the prescribed date will not be considered **LATE ADMISSION CASE** - In case of candidates who are admitted after the prescribed date, with permission of this office, relevant certificate with remarks of the Principal, may be enclosed.

PERCENTAGE OF ATTENDANCE TO BE EARNED FOR DIFFERENT COURSES ARE AS FOLLOWS :

(No. of working days prescribed by the University 90 days for a semester)

B.A.(Special and General) / B.Sc., (Special and General) B.Com./B.B.A. }	75%	B.Lit./ Science	75%
Diploma/PG Diploma/Certificate Course	75%	M.A / M.Sc. / M.Com / M.Phil	75%

1. Name							
2. Correct address of Candidate							
3. College and the class and semester in which the candidate is studying							
4. Course for which condonation of shortage of attendance is applied ,e.g.,First,Second,Third, Fourth, Fifth and sixth semester of the degree course or post Graduate course etc.							
5. Optional Subject under Part III or Major Subject							
6. a) Number of working days prescribed for the semester b) Minimum number of days required for attendance certificate c) Number of days attended by the candidate upto the date of application d) Actual shortage of attendance: I) Number of days in the Current Semester II) No of days in the previous Semester III) Total shortage: add i & ii IV) Percentage of shortage - [Percentage should be calculated on No. of working days prescribed by the university] viz 90 days.							
7. Date of Commencement and closing of the year		First working day of the year		Last working day		No. of working days	
8. Number of days last during the whole semester							
Illness I	Ceremonies II	Non-Payment of Fees III	Late admission IV	Late admission IV	absence with out leave with penalty, if any V	Other reasons Details should be given	Total VII
Note : Reasons for each day of absence should be given on the Third page not only for the actual shortage in attendances but also of all days of absence during the whole semester.							
9. Particular of enclosures such as medical certificates, Bank and payment, of receipts etc.							
10. Signature of the candidate and date							
11. Recommendation of the Principal of the College with specific reference to the applicants progress and conduct during the semester							
12. Principal's specific recommendation regarding candidate's reference to the applicants progress and conduct during the semester							

Station :
with Office Seal :
Date :

Signature of Principal

The Following shall be the regulation covering grant of condonation in attendance for Degree Semester

Shortage of attendance	Proceduce for applying for condonation authority of consider such condonation of shortage and the nature of penalty prescribed.	
1. Upto 25% (Inclusive)		Principal based on the merits of each case.
2. Abov 25% upto 35% (Inclusive)	Rs.15/-to be paid and application for exemption to be made on prescribed from with the specified remarks of the Principal.	Decision by the standing Commitee of the Academic Council and report to the Syndicate and the Academic Council.
3. Above 35% upto 50% (Inclusive)	Cannot appear for the examination in November / April but may appear in the next November / April for which special permission must be obtained on payment of Rs.25/- (see also note (v) below)	Decision by the standing Commitee of the Academic Council and report to the Syndicate and the Academic Council.
4. Above 50 %	Has to repeat the whole Semester after course completion

- NOTE : (i) In the case of (2) grant or condonation is nos authomatic nor can a student claim it as a matter of right. Each case will be decided on its merits.
- (ii) Those who are not granted exemption cannot apper for November / April examinations but may appear at the next November /April examination without any further exemption.
- (iii) Those who fail to apply for condonation will have to miss the November / April examination.They must apply for condonation in July / January and their cases will be decided as per the rules according to the percentage of shortage of attendances.
- (iv) Percentage will be worked out on the number of days prescribed by the University for the courses ,and not on the number of days college worked.
- (v) In the case of (3) the student must up the shortage of attendance in excess of 35% in the next semester.
- (vi) In the case of (3) the shortage in excess of 35% will be carried over to the next semester and the number of days of absence will be calculated by totalling the number of days absent in that semester and carry over of the previous semester (i.e. shortage in excess of 35%),Condonation, if necessary will have to be applied for this shortage.
- (vii) If there is a shortage of over 35% in the 2nd Semester also,than the excess over 35% will be carried over to the 3rd Semester and so on for the following semester also.
- (viii) If the student has a shortage of over 35% at the end of the 6th semester ,than be cannot appear for the examination is April that year.He has to join the college in the following year i.e.,to the 6th semester degree class and make up the shortage in excess of 35% and appear for the next April examination.
- (ix) College which do not work for 90 days in a semester should report the shortage to the university explaining reasons therefor.