



JEPPIAAR INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Self-Belief | Self Discipline | Self Respect

Kunnam, Sunguvarchatram, Sriperumbudur-631604



OFFICE OF THE CONTROLLER OF EXAMINATIONS APPLICATION FOR CONDONATION

1. Name of the Student																
2. Register No.																
3. Department in which studying																
4. Degree and Branch of Study		Degree:.....			Branch:.....										
5. Month and Year of admission to the First Semester																
6. Details of courses having attendance between 65% to 74%																
Details of courses condoned	Course code															
	Course Title															
No. periods handled by the course faculty																
No. of periods attended by the student																
% of Attendance earned by the student																
6. Reasons for absence (Please Specify)		Medical / Sports (Proof to be attached)														
		Specify the reasons:														
7. No. of times applied for the condonation so far Put \checkmark mark		1	2 nd time	3 rd time	4 th time											
8. Condonation Fee paid		Amount: ₹..... Receipt No. & date:.....														
Remarks of the HOD shall be based on Satisfactory replies given on all items 1 to 7 by the student)																

Note:

- Students are not eligible for applying condonation if they have attendance less than 65%.
- If the request is on Medical grounds, Medical Certificate from an authentic Medical officer is to be enclosed for that period.
- If the request is on Sports grounds, Certificate from the Physical director is to be enclosed for that period.

- Original application with enclosures to be submitted to COE office after getting the approval from the Principal.

Kindly accept my request for the condonation of attendance based on the details furnished above.

Student's Signature with Date

Signature of the parent

Enclosure: as mentioned in item 6

- ❖ *Application should reach Principal's office, not later than the commencement of end semester practical examinations.*

Verified in ERP

Recommended & Forwarded

Class Coordinator

Head of the Department

Condoned / Not Condoned

Date:

PRINCIPAL

Rules relating to applying condonation for the attendance shortage:

1. Condonation is not granted as a matter of course. It will be granted based on the proof submitted by the student who could not keep 75 percent of the attendance for reasons beyond their control.
2. Application for condonation should be accompanied by the proper medical certificates for the illness / letter from competent Sports authority and certified / recommended by the Physical Director.
3. Condonation is allowed only for Four semesters (4 times) during his /her entire course of study for UG and Two semesters (Twice) for PG programmers.
4. Condonation fee is applicable only for the students availing ML. Fee is exempted for the students participation in National / International Sports/events representing College / University.