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**APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE**

(With effect from 2025 admission)

Name and address of the applicant (Capital letters)	
Name of the Programme	
Register Number	
Reason for absence	
Date of Application	

To be filled in by the Class Tutor	
Current Attendance Percentage of the student	
Select the Condonation applying (Tick the option)	Single Condonation (65% - 75%) Double Condonation (55% - 65%)

Name of the Class Tutor:

Name of the HoD:

Signature of the Class Tutor:

Signature of the HoD:

Signature of the Student

Signature of the Principal

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### **Procedure for Condonation Application**

1. The Condonation Application Form will be available in the website under option “Examination – Downloads ” from 19.06.2026 onwards. The filled in application form should be submitted before closing of exam registration.
2. The duly filled application form must be signed by the Head of the Department (HoD) and the Head of the Institution (The Principal).
3. Students applying under medical grounds must submit valid medical certificates along with the application and prescribed fee.
4. Condonation Fee Structure:
  - Attendance shortage up to 10% (Single Condonation): Rs. 750/-
  - Attendance shortage up to 20% (Double Condonation): Rs. 1000/-
  - Fine for delayed submission of application: Rs. 2000/-
5. The completed application form must be submitted to the Examination Centre along with:
  - Fee payment receipt
  - Supporting documents (medical certificate, if applicable)
6. Upon successful submission and verification, exam registration for such students will be processed through the Examination Centre.

**All students are advised to strictly adhere to the above schedule and procedures. Late submissions may lead to disqualification from appearing in the examination.**

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