



No: EX-18E /PG/ UG /GEN/2017- 27

14th March 2018

NOTIFICATION

Three fourth (75%) of the attendance is compulsory to register for the examination. Normal condonation limit for semester courses is 10% of working days.

Condonation is granted on the following conditions.

1. The prescribed fee has been paid
(Condonation upto 10 days : Rs. 750/-
Condonation upto 24 Days -With Medical Certificate : Rs. 1000/-)
2. The application is recommended and forwarded by the principal/ Head of department concerned.
3. The reasons given for failure to secure the prescribed attendance should be satisfactory.

Application for condonation shall be attached with an explanatory statement for each day of absence a medical certificate from a registered medical practitioner is required, if the absence exceeds five working days at a time. The principal also has to state that timely application was made by the candidate for leave and leave was granted in time.

Condonation application should be forwarded to the controller of examinations not later than two weeks before the commencement of examinations.

Condonation will not be granted for more than once in an academic year for any programme of study. However, shortage of attendance upto a maximum of 20% can be condoned. Condonation of attendance will be granted twice during the entire programme subject to a maximum of 20% together.

If the shortage of attendance is beyond the condonable limit , such candidates must repeat the programme for making up the shortage to become eligible for Attendance and Progress Certificate (APC) and then register for the exam along with the junior batch.

Sd/-

Controller of Examinations

ST JOSEPH'S COLLEGE (autonomous)
IRINJALAKUDA

To.

1. Principal St. Josephs College(Autonomous) Irinjalakuda
2. Heads of all Departments.
3. College Office. 4. Enquiry 5. To Notice board