

SCHOOL OF ENGINEERING
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
APPLICATION FOR CONDONATION OF SHORTAGE OF
ATTENDANCE

1	Name of the Candidate	:	
2	Name of Department/Institution	:	
3	(a) Reg. No. of the candidate if allotted already	:	
	(b) Course & Year of Admission	:	
4	Semester for which condonation is applied	:	
5	Reasons for absence	:	
6	Amount of fee remitted	:	
7	Particulars of documents attached, if any	:	

Signature of the Candidate

CERTIFICATION BY THE HEAD OF THE INSTITUTION

1	The details furnished by the candidate were verified and found correct and bonafide		
2	(a) Total number of working days in the semester	:	
	(b) Number of days attended by the candidate	:	
	(c) Percentage of shortage of attendance	:	
3	Details of semester Examination at which shortage of attendance was condoned earlier, if any	:	
4	The Disciplinary background of the candidate	:	
5	Compliance of the Code of Conduct	:	
6	The character and conduct of the candidate are.....		
7	Recommendation and Signature of the Head of the Division	:	

Place:

Date:

Specific Recommendation of the Principal

(Seal)

PRINCIPAL

CERTIFICATE OF ATTENDANCE

NAME OF EXAMINATION :

Sl. No.	Name of the Candidate	Total No. of working days in the semester	No. of working days attended by the candidate	Percentage (%) of attendance	Shortage of attendance if any (in %)	Whether applied for condonation of shortage of attendance earlier	Date of application for condonation

Date:

HEAD OF THE DIVISION

*State the semester for which condonation is applied:

PRINCIPAL

SCHOOL OF ENGINEERING
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
ACADEMIC DETAILS OF SHORTAGE OF ATTENDANCE

Name of the Student :

Register No. :

Name of Examination :

SEMESTER	SGPA	ATTENDANCE
I		
II		
III		
IV		
V		
VI		
VII		
VIII		

Head of Division

PRINCIPAL

CHECKLIST

Application for Condonation

1	Application (3 pages) completely filled and certified by Head of the Division	
2	Medical certificate from concerned doctor certified by University Medical Officer	
3	Fee receipt for condonation (if already paid)	
4	Submission as to non participation in strike certified by Head of the Division	

Put '✓' marks as applicable

Signature of Candidate