



Government of Kerala
Technical Education Department
Government Engineering College
Barton Hill, Thiruvananthapuram 695035
Phone: 0471 2300485 Fax: 0471 2300484

(Approved by AICTE as per Order No. F.No. F.No. South-West/1-9319518548/2021/EOA Date: 10-Jul-2021)
 Affiliated to APJ Abdul Kalam Technological University

1. Name and address of the applicant (as in the University records in Capital Letters) & Mobile Number				
2. KTU Reg.No.with Month & Year				
3. Name of the course with Branch/subject and year of admission				
4. Details of the Semester/year in which condonation of attendance is sought	Branch/ Subject	Semester/ Year	Institution Admission Number	
5. Date of Commencement of Examination				
6. Whether condonation of attendance was already granted during the course of study. If yes, give details	Branch/ Subject with semester	Reg.No. & Year	Proceedings .No. with date	Percentage/ days of shortage condoned
7. Details of working hours/days in the Semester/years for which condonation is applied for	i. Total No.of working hours/days for the Semester/Year.			
	ii. Minimum No.of hours/days required for Attendance Certificate			
	iii. No.of hours/days attended by the candidate			
	iv. Shortage of attendance in hours/days			
8. Reason for absence				
9. Particulars of fee remitted	Digipay Receipt No	Date	Amount	Name of Examination
10. Particulars of enclosure				
11. Signature of the applicant with date				

CERTIFICATION BY STAFF ADVISOR AND HEAD OF DEPARTMENT

1. Whether the details furnished by the candidate were verified:
2. The percentage of attendance of the student :
3. Whether the student is eligible for relaxation of attendance :
4. Disciplinary background of the student : Specific

recommendation and signature of Class Advisor:

Place:

Date:

Signature of the Head of Department

(Seal)

CERTIFICATE BY THE PRINCIPAL

Certified that the details furnished above have been verified and found correct and that the reason for the absence is genuine. Hence the application is recommended.

(Office Seal)

Signature of the Principal with date

Station:

Date:

Rules Relating to the Grant of Condonation of Shortage of Attendance

1. Condonation is not granted as a matter of course; it will be granted only in cases where the students could not attain 75 percent of the attendance for reasons beyond their control, provided the shortage of attendance is within the condonable limit.
2. Purpose of remittance should be clearly stated as “Fee for Condonation of Shortage of Attendance” and “Late fee for condonation”, if late fee is required. Fee and Late fee can be remitted in the same chalan.
3. Applications for condonation should be accompanied by detailed statements in the form given below showing the days of absence during the academic year with reasons for each days absence.
4. In the case of illness such applications should be supported by proper medical Certificate, if the absence is for 5 or more days consecutively.
5. Each application should be accompanied by a Digipay Fee receipt towards the fee remitted to the Kerala Technological University Fund under the specific head of account of the University.
6. Applications which are not specifically recommended by the Principal will not be entertained.
7. Applications not conforming to the above rules will not be considered.
8. In case the shortage of attendance is beyond condonable limit such students must repeat the course for making up the shortage of attendance to become eligible for APC and then register for the examination along with their junior batch.
9. The Principal should not forward the applications for condonation of those students who have shortage of attendance beyond condonable limit.

STATEMENT OF ABSENCE

Date	No.of days/hours	Reason of absence
Total: Number of days/hours		

Certified that timely applications for leave were made and leave granted in time.

Signature of the Student with Date

Signature of the Staff Advisor

Signature of the HOD

Signature of the Principal