



# CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Srinagar – 190 004

## APPLICATION FORM FOR CONDONATION OF SHORTAGE OF ATTENDANCE

(Read the instructions over leaf carefully before filling the form)

[ Note :- Minimum attendance required to be eligible to appear in End Semester Examination is 75% ]

1.	Name and address of the student (as in the University records in Capital Letters)				
2.	Enrolment Number				
3.	Name of the School/Department				
4.	Date of Commencement of Examination				
5.	Details of the course(s) in which condonation of attendance within Dean's limit is sought on the recommendations of HOD (less to the maximum of 5%)	<b>S. No.</b>	<b>Course Code with Title</b>	<b>%age of Attendance</b>	<b>%age of Shortage to be Condoned</b>
		1.			
		2.			
		3.			
		4.			
6.	Details of the course(s) in which condonation of attendance within VC's limit is sought on the recommendations of HOD & Dean of the faculty (less to the maximum of 10%)	<b>S. No.</b>	<b>Course Code with Title</b>	<b>%age of Attendance</b>	<b>%age of Shortage to be Condoned</b>
		1.			
		2.			
		3.			
		4.			
7.	Reason (s) for absence				
8.	Particulars of enclosure				

Signature of the Applicant with Date

### **RECOMMENDATION BY THE DEAN FOR CONDONATION (within Dean's Limit)**

**CONDONATION SANCTIONED ( )**

**CONDONATION NOT SANCTIONED ( )**

Signature of Dean

Signature of Dean

### **FORWARDED BY THE DEAN/HEAD/CO-ORDINATOR FOR CONDONATION (within VC's Limit)**

Certified that the details furnished above have been verified and found correct and that the reason(s) for the absence is/are genuine. Hence the application is forwarded to Hon'ble Vice Chancellor for condonation of shortage of attendance.

**Signature of the Dean/Head/Co-ordinator**

### **RECOMMENDATIONS OF HON'BLE VICE CHANCELLOR**

**CONDONATION SANCTIONED ( )**

**CONDONATION NOT SANCTIONED ( )**

Signature of Hon'ble Vice Chancellor

Signature of Hon'ble Vice Chancellor

**Instructions Relating to the**  
**Grant of Condonation of Shortage of Attendance**

1. Only those students can apply for condonation of shortage of attendance who have secured an attendance of not less than 65% (*Minimum attendance required to be eligible to appear in End Semester Examination is 75%*)
2. The Dean of the School on the recommendations of HOD concerned may condone the shortage of attendance to a maximum of 5% if the claim is justified and supported by valid documents.
3. The Vice Chancellor, on the recommendations of the HOD Concerned and Dean of the faculty shall condone beyond 5% but only upto 10% for valid reasons (*to be supported by documentary evidence*).
4. Applications for condonation should be accompanied by valid documentary evidences.
5. In case of illness, applications should be supported by proper medical Certificate.
6. Applications which are not duly recommended by the HOD/Dean will not be entertained.
7. Applications not conforming to the above rules will not be considered.