



OFFICE OF THE CONTROLLER OF EXAMINATIONS

CONDONATION FORM FOR LACK OF ATTENDANCE

1. Name of the candidate :
2. Reg. No. of the candidate :
3. Degree and Branch :
4. Academic year :
5. Actual percentage of attendance earned :
in the current semester
6. Reason for lack of attendance :
7. If due to medical / sports reasons, whether : Yes / No
the relevant certificates are enclosed
8. Conduct and character :
9. Details of previous Condonation applications:
(Can apply only twice during the entire course of study)
 - i) Semester in which applied already :
 - ii) Reason for lack of attendance :

Signature of the candidate

Recommendation of the HOD: **Recommended / Not Recommended**

Class Advisor

Head of the Department

Principal

For Office use only

Considering the reasons stated and based on the recommendation of the Head of the Department, the lack of attendance is condoned and the candidate is permitted to appear forExaminations.

Deputy COE

Controller of Examinations