Thiagarajar College of Engineering, Madurai 625 015.

Application for the grant of condonation to the shortage of attendance

1. Name of the student (in capital letters) :

2. Roll No. & Reg. No. :

3. Degree, Branch and Semester :

4. a) Period of Medical Leave (ML) applied :from…………………..to………………..

   b) Total No. of Working days on ML period:……….days

   c) No. of day ODL availed :……….days

5. Medical Certificate /ODL has been produced in dept. office within 3 days: YES/NO

Course code	Course Name	Actual attendance Without ML/ODL	No. of working days in days ML period	No. of days ODL	% attendance after adding ML / ODL #

Recommendation of Head of Dept./Chief Tutor   :

Certified that the above particulars is verified and the student is eligible to appear for the Semester Terminal Examinations.

Signature of Tutor   *Signature of HOD/Chief Tutor*

Condonation fee*: Rs.2000/-   Date of Remittance :………………

Condoned / Not condoned

*bank chalan available with COE office   *Dean (students)*

1. Only 10% (both ML/ODL put together) of the total working days could be added to become eligible for appearing terminal Examination.
   2. Refer academic calendar for obtaining the No. of working days in the semester concerned.
   3. No need to pay Rs.2000/- while applying condonation with ODL alone.
   4. ***Eligibility to apply Condonation:*** Minimum attendance to be earned in each course without ML/ODL is 65% for UG & 70% for PG degree programmes.
   5. ***Eligibility to appear Terminal Exam***: Minimum attendance to be earned in each course with ML/ODL is 75% for UG & 80% for PG degree programmes.