

National Institute of Technology Calicut

Application for the Condonation of Attendance in Monsoon/Winter Semester

PART-2 (Part 1 to be downloaded from IMS and attached alongwith)

(Students should download the attendance shortage details from IMS and attach it along with this)

Name of the Student: Roll No:

1	Course code(s) for which condonation is applied for								
2	Total number of hours taken by the Course Faculty								
3	Total number of hours attended								
4	Percentage of attendance $\frac{\text{Item 3}}{\text{Item 2}} \times 100$								
Required minimum to apply for condonation is 50%. If less than 50% Not eligible for Condonation									
Medical Condonation									
5	Duration of Medical leave (Date(s))								
	No.of hours missed during the medical leave.								

6*	Percentage of attendance $\frac{\text{Item 3}}{\text{Item 2} - \text{No. of Medical Leaves}} \times 100$								
*If the student has applied for condonation based on both medical and extracurricular activities, percentage attendance to be calculated as per item 12.									
7	Particulars of enclosures (Copy of leave sanctioned by HoD/Dean Academic)								
Condonation for Extracurricular activities									
8	Details of events attended with date <i>(Documentary proof of approval by competent authority to be produced by the student for verification by course faculty and FA)</i>								
9	Number of hours that can be condoned as per the details mentioned in item 8. (Subject to maximum of 10% of total classes taken by course faculty as mentioned in item 2.)								
10	Total number of hours including that can be condoned. <i>(Item 3 + Item 9)</i>								
11*	Percentage Attendance including the hours that can be condoned $\left[\frac{\text{Item 10}}{\text{item 2}} \right] \times 100$								
*If the student has applied for condonation based on both medical and extracurricular activities, percentage attendance to be calculated as per item 12.									

12*	$\frac{\text{Percentage of attendance}}{\text{Item 10}} \times 100$ $\frac{\text{Item 2} - \text{Medical Leaves}}{\text{Item 2} - \text{Medical Leaves}} \times 100$								
*If the student has applied for condonation based on both medical and extracurricular activities, percentage attendance to be calculated as per item 12.									
13	Signature of Course Faculty <i>Course faculty to verify leave sanctioned and date of absence as per records</i>								
14	Signature of the student with date								
15	No. of medical condonation availed during the previous semesters (To be filled by FA)								
16	Recommendation of Faculty Advisor with comments <i>FA to verify the records and make sure the data submitted is in order.</i>	<div style="text-align: right;">Signature FA/PC</div>							
Specific remarks (if any) by HoD <div style="text-align: right;">Signature of HoD</div>									