

Instructions for applying Condonation

- 1) A candidate who could secure attendance percentage between **65% to 74.9 %** in the pursuing semester (current semester) due to
 - (i) **Medical Grounds**
 - (ii) **Participation in various Academic activities**
 - a. Paper or Project Presentation in National/International conference with prior approval from HOD and The Principal
 - b. NCC/NSS/Indian Army Programmes in State/National Level with prior approval from the HOD and the Principal and issuing certificates after participation.
 - (iii) **Participation in various Sports activities**
College /University/State/National/International level sports events
- 2) The above mentioned eligible students can apply, for Condonation by paying prescribed fee of **Rs.3000/-** per student per semester (for First Time request) and **Rs.5000/-** (for second time request) and submit their Condonation form after getting duly signed by the concerned authorities. Payment can be paid by **CASH** to accounts department or **DD** in favour of “**Sona College of Technology**”
- 3) Student may fill up the details with the help of CC’s and forwarded after complete authentication from HOD and the Principal. (**atleast a week before the commencement of SEE to the office of COE, except medical grounds**)
- 4) A student **can be allowed only TWICE** under condonation for his/her entire period of study.
- 5) In case a student is below the condonable limit (less than 65% attendance), then he/she is not eligible to take up the current semester courses in Semester End Examinations. Such students needed to redo the same only in the next academic year. But he/she is eligible to take up the arrear courses in that Semester End Examinations.

This Procedure is with effect from 19-08-2019 onwards

CONDONATION APPLICATION FORM

Condonation for Semester End Examinations _____ Date:

Name of the Student	
Degree and Department	
Register Number	
Pursuing Semester	
Percentage of Attendance (as on the last working day)	
Reason for shortage of attendance	
History of Condonation, (Yes/No)	
If yes, details of Condonation in which semester	
Condonation Fee (tick the concern category)	Rs.3000/- (First Time) / Rs.5000/- (Second Time request)
Particulars attached	1) Attendance Proof (Photocopy of FRB (page) of the concern student) 2) Medical Certificate (produced by Govt. Doctor not below the rank of Assistant Surgeon) (OR) Approval letter of exemption (for Academic/Sports activities in University / College / National/ International level or NCC/NSS/Indian Army Programmes in State/National) 3) Payment Proof (Receipt / DD)
<u>Certificate of Condonation</u>	
Certified that the above details of attendance percentage furnished by the student has been verified and approved for Condonation.	
Signature of the Candidate	Forwarded by the Faculty
<u>Recommended/Approved By</u>	
Recommended by the HOD	Principal