



Ramakrishna Mission Vivekananda Educational and Research Institute
(Deemed-to-be University as declared by Government of India under Section 3 of UGC Act, 1956)
[Formerly Known as Ramakrishna Mission Vivekananda University], Belur Math, West Bengal, India

APPLICATION FOR CONDONATION OF SHORTAGE OF CLASS-ATTENDANCE

To The Vice Chancellor / Registrar

Ramakrishna Mission Vivekananda Educational and Research Institute, Belur Math, Howrah, West Bengal - 711202

Respected Maharaj / Sir

Please allow me to pay the the condonation fee [& late fine (if applicable)] & to appear in the Jan-June / July-Dec _____ end semester examination against the following information (Strike-off whichever is not applicable):

1) Name in full (in CAPITAL letters):

2) ID No. :

3) Programme/ Course of Study:

4) Department & place:

5) The details of the shortage of attendance in the Current semester:

Current Semester (Jan-June / July-Dec & Year)	Courses (Code & Name)	Class attendance (classes attended / Total Classes)	Percent

6) Reasons for the shortages of attendance: (enclose proof thereof):

7) If condonation of shortage of attendance was granted during previous semesters, the details:

Previous Semesters (Jan-June / July-Dec & Year)	Courses (Code & Name)	Class attendance (classes attended / Total Classes)	Percent

The above mentioned statements are correct.

Contact No.:

Full signature of the Student/Scholar with date

Recommendation of the Administrative Head / Dean / HOD / Course-Coordinator

Statements made & details furnished above are correct and reasons for the absence is genuine, so the application is recommended.

Full Signature of the Administrative Head/ Dean /HOD/ Course-coordinator with Seal and Date

Approval of the Registrar: Condoned / Not Condoned

Signature of the Registrar with Date & office seal

Condonation amount paid: Rs. _____ **Late fine paid:** Rs. _____ (enclose the copy of the receipt)

Receipt No. & Date: _____

Cashier /Accounts Section

Notes: 1. Class attendance criteria (for appearing the end-semester examination):

1) Minimum 80%

2) If class attendance is in between 65-79% then the student may appear in that paper after getting due permission from the Dean / Head of the department & Registrar and by paying a condonation fee of Rs.300/- per paper/course. Condonation will be granted only in cases where the authority is satisfied that the student could not keep up the class attendance criteria due to some genuine reasons.

3) In extra-ordinary circumstances (prolong ill-ness, bereavement in the family affecting the studies etc) if the percent of attendance falls below 65% but ordinarily not below 60%, the dean / HOD may recommend after due verification of the genuineness of the case, that the candidate concerned be given 'make-up' of attendances / classes / assignments / seminars & the Registrar of the main campus or Administrative Heads of the off-campus centres will need to grant the necessary permission, on obtaining which the faculty or Department concerned will arrange for the make-up of attendances, so that the candidate may be enabled to appear in the examination without having to loose the semester. The student may appear in the examination of that paper after fulfilling the minimum 65% attendance criteria subject to the recommendation of the Dean/ HOD & permission from the Registrar and paying the fine of Rs.500/- per paper/course. In all other cases the student has to repeat the course in the next available semester after getting necessary permission from the authority. (See examination rules)

2. **Enclosures:** Proofs for the reasons of absence (medical reports etc.)