

ERODE – 638 052

REQUEST FOR ATTENDANCE EXEMPTION TO WRITE END SEMESTER EXAMINATIONS

[illegible]

6.	Details of courses for which attendance exemption is requested					
	Academic Year:			Semester:		
	Details of Courses (with course code)		Percentage of Attendance	Details of Courses (with course code)		
	Percentage of Attendance					
	(i)					
	(ii)					
	(iii)					
7.	Reason for absence with certificates like Medical/ Participation in sports events		Medical reasons: (Hospitalization / accident / specific illness)			
			Participation in the Sports : (College / University / State / National / International level Sports events)			
8.	Statement of Absence	Date	Reason of absence		No. of	
				Days	Periods	
				Total No. of days/ Periods		
9.	Signature of the applicant with date					

CERTIFICATE BY HEAD OF THE DEPARTMENT:

Certified that • Timely application for leave was made and leave granted in time • The details furnished above have been verified and found correct • The reason for the absence is genuine	Hence the application is recommended	
	Proctor/Tutor	Head of the Department

COMMITTEE:

Recommended that ✓ The student is eligible / not eligible for attendance exemption as per regulations ✓ The student is eligible to write current end semester examinations / not eligible to write current end semester examinations & can register for summer track Signature of the committee members (1) (2) (3)

Principal

Instructions Relating to Shortage of Attendance & Permission for writing examination

1. Attendance exemption is not granted as a matter of course; it will be granted only in cases where the students could not attain 75 percent of the attendance for reasons beyond their control, provided the shortage of attendance is within the specified limit as per clause 8.2 in regulations R17.
2. Attendance exemption will be decided by
 - ✓ the recommendations of a committee constituted by the Principal and
 - ✓ Approval of Principal
3. Applications for attendance exemption & writing end semester examinations should be submitted in the prescribed Format showing the days of absence during the academic year with reasons for each days of absence.
4. In the case of illness such applications should be supported by proper Medical Certificate.
5. Applications which are not specifically recommended by the HoD / Committee / Principal will not be considered.
6. Applications not conforming to the regulations will not be considered.
7. The HoDs should not forward the applications of students who have shortage of attendance below 65%. (he/she has to register for summer track as per clause 7.5.1 in regulations R17)