

**FORMAT****NANDHA ENGINEERING COLLEGE (AUTONOMOUS)****ERODE – 638 052****REQUEST FOR ATTENDANCE CONSIDERATION TO WRITE END SEMESTER EXAMINATIONS**Due to **SHORTAGE OF ATTENDANCE** (65% to 74%)*(Read the regulation carefully before filling the form)*

1.	Name and Register No. (as in the records in Capital Letters)							
2.	Name of the Branch/Year of admission		Branch:			Year of Admission:		
3.	Details of the Year/Semester during which the attendance is 65% to 74%		Year:			Semester:		
4.	Date of Commencement of Examination							
5.	Whether consideration of attendance was already granted during the course of study (Yes /No)							
	If yes, mention the semester in which attendance shortage (with no.of courses for which benefit availed)							
	I	II	III	IV	V	VI	VII	VIII
6.	Details of courses for which attendance consideration is requested							
	Academic Year:		Semester:		Overall Attendance % :			
	Details of Courses (with course code)			% of Attendance	Details of Courses (with course code)			% of Attendance
	(i)				(v)			
	(ii)				(vi)			
	(iii)				(vii)			
	(iv)				(viii)			
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/Others(specify)					
8.	Statement of Absence		Date(s)	Reason of absence			No. of	
							Days	Periods
			Total					
9.	Signature of the applicant with date :							
CERTIFICATE BY HEAD OF THE DEPARTMENT			Hence the application is :					
Certified that: a) Timely application for leave was made and leave granted on time, b) The details furnished above have been verified and found correct, and c)The reason for the absence is genuine			Recommended / Not Recommended					
			Proctor/ Tutor			HoD		

Approved / Not Approved**Dean (Academic & Industrial Relations)****Principal**

Instructions Relating to Shortage of Attendance & Permission for writing examination

1. Attendance consideration 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 R22.
2. Attendance consideration will be decided by
 - ✓ The recommendations of the concerned HoD, Dean (Academic & Industrial Relations)
 - ✓ Approval of Principal
3. Applications for attendance consideration & 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/ Dean (Academic & Industrial Relations) and 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/winter track as per clause 8.4 in regulations R22)