

## Instructions and Guidelines – Condonation

1. Condonation is not granted as a matter of course. It will be granted only in case where the University is convinced that the students could not keep 75 percent of the attendance for reason beyond their control.
2. The Statement of absence shall specify the days of absence during the Semester with reasons for each day's absence. Absence exceeding continuous five days shall be accompanied by medical certificates, if the absence is on medical grounds.
3. Applications for condonation should be forwarded at least ten days before the commencement of the University Examination.
  - a) Fee up to 10 days Rs.105/-
  - b) For B.Tech/Llb Candidated – up to 10 days Rs.105/- and up to 20 days Rs.210/-
  - c) For late submission of application Rs.1050/-
4. Applications should be specifically recommended by the Principal
5. Applications not conforming to the above rules will not be considered.