University of Kerala
Instructions for Attendance Condonation

The following instructions shall be strictly complied with while submitting applications for attendance condonation.

Grant of Condonation
Condonation is not granted as a matter of right. It is granted only when the Syndicate is satisfied that the student could not maintain 75% attendance for reasons beyond the student's control. For Girl students Condonation limit is 73%. Condonation can be availed only twice during the entire course.

Forwarding of Applications
Only the Principal (or Principal-in-Charge) may recommend and forward the application.

Corrections
Corrections, overwriting or use of whitener in Columns 7 and 8 must be attested by the Principal.

Statement of Absence
Provide a detailed statement of absence. If additional space is required, attach a supplementary statement signed and sealed by the Principal.

Medical Certificate
Continuous absence exceeding five days must be supported by the original Medical Certificate.

Previous Condonation
Mention previous condonation details in Column 11 and attach the relevant University Order.

Principal's Recommendation
Recommendation in Column 14 is mandatory. Signature, designation seal and office seal are required on the application and statement of absence.

Submission Deadline
Applications should be forwarded at least 10 days before the first notified examination date. A late fee of ₹1,050 applies thereafter. Changes in examination dates are not considered for calculating the late fee.

Special Cases
Mention details of re-admission, college transfer or malpractice cases in the remarks column and attach relevant University Orders.

Fee	Amount
Up to 10 days condonation	₹105
Up to 20 days condonation	₹210
Resubmission	₹105