



GOVERNMENT OF KERALA

Abstract

Higher Education – Technical – condonation of shortage of attendance for students of Diploma Courses – orders Issued.

HIGHER EDUCATION (L) DEPARTMENT

G.O. (Ms.) No: 222/2013/H.Edn

Dated, Thiruvananthapuram, 03.06.2013

*Read:-*1. G.O.(Rt)No.783/04/H.Edn dated 11.6.2004

2. G.O.(Rt)No.1294/06/H.Edn dated 22.8.2006

3. G.O.(Rt)No.1862/08/H.Edn dated 18.12.2008

4. G.O.(Rt)No.1213/10/H.Edn dated 23.6.2010

5. Letter No.C2/48967/12 dated 6/12/2012 received from the Director of Technical Education, Thiruvananthapuram

ORDER

As per Government Order read as 3rd paper above, Government have issued guidelines regarding the condonation of shortage of attendance for the students in Polytechnic Colleges. As per this order Director of Technical Education has power to condone shortage of attendance two times in a course and thereafter by Government.

II. It is noticed that a large number of students are approaching Government in every semester and year for requesting to condone the shortage of attendance on flimsy grounds. In most of the cases attendance is below 50%. In some cases application is seen submitted in Government by the student by passing the Principals and Director of Technical Education. This tendency cannot be allowed except on extreme grounds as detailed in para 3 (i) and (ii) below. Prescribed percentage of attendance is very essential in assuring quality of higher learning. Irregular attendance and long period of absence cannot be encouraged in the field of higher education. Quality and efficiency of higher learning needs to be strengthened and to discourage the shortage of attendance and poor quality of higher education. The condonation of shortage of attendance cannot be claimed as a matter of right. Therefore, for condonation of shortage of attendance following guidelines are issued superseding all existing orders in this regard.

1. The Principal shall ensure prompt attendance and strict discipline of students in classroom and college. Long absence and irregular attendance shall be intimated

to the parents promptly. In such cases students shall be admitted to the classes only on the production of leave application from their parents.

2. If the percentage of attendance is 65% and above but below 75% for appearing semester examination for the first time the Principal shall condone the same if the student was absent on medical ground/genuine reason. For sanctioning condonation the student and parent shall submit a joint application to the effect that the student was absent on medical grounds/genuine reason. A medical certificate obtained from a doctor not below the rank of an Civil Surgeon or approved/registered Medical Practitioner shall also be submitted along with the application.
3. If the percentage of attendance is 65% and above but below 75% for appearing semester examination and the condonation is for the second time the Director of Technical Education shall condone the same if the student was absent on medical grounds/genuine reason . For sanctioning condonation the student and parent shall submit a joint application along with a joint declaration to the effect that the student was absent on medical ground/genuine reason. A medical certificate not below the rank of an Civil Surgeon or approved/registered Medical Practitioner shall also be submitted along with the application. Application shall be routed to Director of Technical Education through the Principal concerned. Principal shall forward application to the Director of Technical Education for consideration with a report on its admissibility. Principals of Polytechnics under IHRD shall also follow the above said procedure. For condonation of shortage of attendance the Principal in IHRD Polytechnic shall forward the applications directly to the Director of Technical Education. Such applications need not be routed through the Director, IHRD.
4. If the percentage of attendance is 65% and below 75% and the condonation is for the third time the power to condone the shortage of attendance shall be vested with the Government. Procedure for submitting application shall be same as laid down in pre paras. The application shall be submitted to Government through the Principal concerned and the Director of Technical Education.
5. Condonation will not be permitted, if attendance is below 65%. Those having attendance below 65% shall have to get readmission in the same semester.
6. Applications, not submitted through proper channel as laid down in the pre-paras will not be entertained.

7. Unauthorised absence of any kind should not be considered for condonation of shortage of attendance. Prior sanction in writing should be obtained from the Group Tutor before leaving the classes for extra/co-curricular activities. A register is to be maintained for every class by the group tutor concerned in this regard.
8. All Government/Aided/self financing Polytechnic Colleges including Polytechnic Colleges under IHRD have to route the application for condonation, to Government through the Director of Technical Education; otherwise, the application will not be considered.
9. The fee for condonation have to be remitted in Government Account at the rate below:
First condonation - Rs.250/-
Second condonation - Rs.500/-
Third condonation - Rs.750/-
10. The Director of Technical Education shall forward the genuine applications to Government at least three days before the date of commencement of the series of examination after each semester. The Principals of each Polytechnic, shall prepare and publish the percentage of attendance in the Notice Board at least 20 days before the commencement of semester examination. The students who require condonation shall submit the applications within two days from the publication of attendance report . The Principal shall forward, in cases wherever necessary, to the Director of Technical Education applications immediately. The Director of Technical Education shall forward the requests, in cases if necessary, to Government at once, but before three days prior to the commencement of Examination. The Principal shall prepare and forward a consolidated proposal for condonation by including all students who require and applied for condonation to the Director of Technical Education.

III. Condonation of shortage of attendance shall not be sanctioned more than three times at any cost, except in the circumstances mentioned hereunder:

1. If a student was unable to attend the classes due to the infection of chicken pox, jaundice or the like (but not for excuses like viral fever, migraine, backpain and other similar reasons) and his application for condonation for shortage of attendance was rejected at a lower stage, he can directly file an appeal before the

Government along with a copy of the rejection order with a medical certificate obtained from a doctor not below the rank of Civil Surgeon or approved/registered Medical Practitioner. In such case the student shall also submit a copy of the application to the Principal of the college where he is studying.

2. If such an application is received, the Principal shall permit the student to attend the examination provisionally after obtaining a confirmation from Government, under the presumption that an affirmative decision in this regard would be obtained from Government. But the answer sheets should not be sent for valuation till the final decision is obtained from Government. And if the appeal is found rejected, the student will be treated as absent in the examinations he attended provisionally. The decision thus taken by Government will be final.

(By order of the Governor)

Dr.K.M Abraham

Additional Chief Secretary to Govt.

To

✓ The Director of Technical Education, Thiruvananthapuram

The Senior Joint Director (PS), Office of the Director of Technical Education,
Thiruvananthapuram

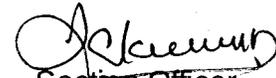
The Joint Controller of Technical Examinations, Kaimanam,
Thiruvananthapuram

The Principals of all Polytechnic Colleges (through Director of Technical
Education)

Higher Education (J) Department

Stock file/Office copy.

Forwarded / By Order


Section Officer

APPLICATION FOR CONDONATION OF SHORTAGE OF ATTENDANCE

- 1 Name of Polytechnic College :
- 2 Name of applicant :
- 3 Class/Branch in which studying :
- 4 Class/Register No. :
- 5 Attendance details as on.....
 - a) Percentage of attendance :
 - b) No. of working days :
 - c) No. of days present :
 - d) No. of times the condonation availed :
- 6 Reasons for shortage :
 - a) Whether supporting documents furnished;
 - b) If on medical ground indicate whether medical certificate enclosed
- 7 Whether prescribed fee has been remitted, If so furnish remittance details :
 - a) Receipt No. :
 - b) Date of remittance :
 - c) Amount remitted :
- Date
- 8 Remarks of Group Tutor :
- 9 Remarks of Head of Section regarding the enjoyment of the benefit of condonation previously; if so number of times ; percentage of attendance secured in each semester :

Signature of Applicant

Declaration of Parent/Guardian

I, Shri/ Smt.hereby declare that my son/daughter/ward was absent ondays due to unavoidable circumstances for treatment and hence requested for condonation.

Place

Signature

Date

Name and Address

Certificate of the Principal

This is to certify that Shri/Kum. is absent on days. His/Her absence was promptly intimated to his parent in time. The request is genuine/not genuine and hence recommended/not recommended for consideration.

Place

Date

Principal