

# Attendance Proforma

**PROFORMA – I:** Shall contain the list of candidates who earned 75% of attendance and above in the current semester and are eligible to write the examinations.

**PROFORMA – II:** Shall contain the list of candidates who earned attendance between 65% and 74% (both included) in the current semester. These candidates are eligible to appear for the examination if the shortage of attendance is condoned by the Principal after the candidate paying the condonation fee prescribed by the University in current semester subjects.

**PROFORMA – III:** Shall contain the list of all candidates who earned attendance between 50% and 64% (both included) in the current semester. Such candidates are not eligible to write the examination in current semester subjects but are permitted to continue their studies in the next semester provided that this is the First time that the candidate earned attendance between 50% and 64%. Else the candidates have to discontinue the course and re-join in the same semester in the next year with proper approval of the Registrar. However, these candidates are eligible to write arrear subjects if any.

**PROFORMA – IV:** Shall contain the list of candidates who have earned attendance below 50%. They are not eligible to write the examination in current semester subjects and also have to discontinue the course and re-join in the same semester in the next year with proper approval of the Registrar. These candidates are eligible to write arrear subjects if any.

**PROFORMA – V:** Shall contain the list of candidates who had earned attendance between 50% and 64% in the previous semester and earned combined attendance of 75% or more by taking the average of the attendance earned in current and the previous semester. These candidates are eligible to write previous semester subjects along with the current semester subjects.

**PROFORMA – VI:** Shall contain the list of candidates who had earned attendance between 50% and 64% in the previous semester and earned combined attendance between 65% and 74% by taking the average of the attendance earned in current and previous semester. Such candidates are eligible for condonation of shortage of attendance by the Principal by paying the CONDONATION FEE to the University and are eligible to write previous semester subjects along with current semester subjects.

**PROFORMA – VII:** Shall contain the list of candidates who had earned attendance between 50% and 64% in the previous semester and had earned combined attendance below 65% by taking the average of the attendance earned in the current and previous semester. Such candidates are not eligible to write the examination in previous and current semester subjects and shall discontinue the course and rejoin in the previous semester of study in the next academic year with proper approval from the Registrar.

**PROFORMA – VIII:** Shall contain the list of candidates whose names have been given in Proforma I or II or V or VI overleaf but did not register for current semester examinations (Regular subjects) with the reasons being noted.

**PROFORMA – IX:** Shall contain the consolidated list of number of candidates originally admitted and number of candidates now appearing for the current semester examination course-wise.