
	<b>UNIVERSITY OF MADRAS</b> <i>(Established under the Act of Incorporation XXVII of 1857 – Madras University Act 1923) (State University)</i> <b>Centenary Building, Chepauk, Chennai – 600 005.</b> Telex No.41-6376-UNOM-IN, Telephone: 044-25399473, Fax No.91-44-25399834	கலைஞர்  1924 - 2023
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Ref: ERC /Attendance Rule /2024-2025/212

Dated:08<sup>th</sup> March 2024

From,  
**The Registrar,**  
**University of Madras.**

To  
 The Principals of all affiliated and approved Colleges /Institutions & All the Heads of the Departments, University of Madras at Chepauk, Marina, Guindy and Taramani campuses.

Sir/Madam,

Sub: Forwarding of Attendance Rules/Format for condonation of shortage of Attendance-Guidelines to be followed-Regarding.

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I am to inform you that the candidates who have been admitted into various courses of study (UG/PG) in your college/department during this academic year will be permitted to appear for the examination only if they have earned necessary attendance and progress, as certified by the Principal of the college/Heads of University departments, as the case may be.

The attendance rules to be followed are furnished below for your information and strict adherence.

<b>TOTAL NUMBERS OF WORKING DAYS:</b>	
<b>SHIFT - I</b> [ DAY COLLEGE ]	For semester system, there shall be not less than 450 instructional hours /90 Working days for each semester and each day shall have five working hours. The teaching hours shall not be less than 30 hours a week and for practical's, field work, library and computer lab shall not be less than 10 hours a week
<b>SHIFT- II</b> [ EVENING COLLEGE ]	Each Shift-II - [ Evening ] colleges shall work for a minimum period of 225 days (with four working hours each day)/900 Instructional hours in an academic year

**Grant attendance to the candidates of NCC cadets while they are engaged in NCC activities.**

**CATEGORY-A: ATTENDANCE REQUIREMENT**

All candidates must put in **75% and above of attendance for Arts, Science, Commerce courses both UG/PG including MBA/MCA Degree courses** for appearing the University Examination.(Theory/practical).



### **CATEGORY-B: CONDONATION OF SHORTAGE OF ATTENDANCE**

If a candidates fails to put in the minimum attendance (Percentage stipulated), the Principals shall **condone the shortage of attendance upto a maximum limit of 10% (i.e. between 65% and above and less than 75%) for all UG/PG courses.** (i.e. Arts Science, Commerce, MBA and MCA) after collecting the prescribed fee of Rs.250/- each for Theory/Practical examination separately, **(Theory Rs.250/- Per semester/Per Candidate: Practical Rs.250/- Per semester/Per Candidate)** towards the condonation of shortage of attendance.

### **CATEGORY-C: NOT ELIGIBLE FOR CONDONATION OF SHORTAGE OF ATTENDANCE**

Candidates who have **secured less than 65% but more than 50% of attendance are NOT ELIGIBLE for condonation of shortage of attendance** and such candidates will not be permitted to appear for the regular examination, but will be allowed to proceed to the next year/next semester of the course and they may be permitted to take next University examination by paying the prescribed condonation fee of **(Theory Rs.250/- Per semester/Per Candidate: Practical Rs.250/- Per semester/Per Candidate)** Names of such candidates should be forwarded along with their attendance details in the prescribed format mentioning the category(3copies). Degree Wise/year wise/Branch wise/semester wise/ together with the fees collected from them, so as to enable them to get permission from the University and to attend the Theory/Practical examination subsequently **without any difficulty.**

### **CATEGORY -D; DETAINED STUDENTS FOR WANT OF ATTENDANCE**

Candidates who have put in **less than 50% of attendance have to repeat the course (by rejoining) for which they lack attendance without proceeding for II/III year as the case may be.** Until they rejoin the course and earn the required attendance for that particular semester/year, no candidates shall be permitted to proceed to the next year/next semester of the course under any circumstances. They have to obtain prior permission from the University to rejoin the course. **(Theory Rs.250/- Per semester/Per Candidate: Practical Rs.250/- Per semester/Per Candidate)**

Provided in case of candidates who are admitted from the academic year 2003 – 2004 earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstances such as medical grounds, such candidates shall produce Medical Certificate issued by the authorized, Medical Attendant (AMA), duly certified by the Principal of the college shall be permitted to proceed to the next semester and to complete the course of study. Such candidates shall have to repeat the semester, which they have missed by rejoining after completion of final semester of the course, by paying the fee for the break of study as prescribed by the University from time to time.

### **CATEGORY-E : CONDONATION OF SHORTAGE OF ATTENDANCE FOR MARRIED WOMEN STUDENTS**

In respect of married women students undergoing UG/PG courses, the minimum attendance for condonation (Theory/Practical) shall be relaxed and prescribed as 55% instead of 65% if they conceive during their academic career. **Medical certificate from the Doctor attached to the Government Hospital (D.G.O)** and the prescribed fee of **(Theory Rs.250/- Per semester/Per Candidate: Practical Rs.250/- Per semester/Per Candidate)** therefor together with the attendance details shall be forwarded to this office to consider the condonation of attendance mentioning the category.



## **0% Attendance**

The candidates who have **earned 0% of attendance, have to repeat the course (by rejoining) without proceeding to succeeding semester** and they have to obtain prior permission from the University to rejoin the course immediately for which **applications issued from 22.04.2024 to 30.08.2024 (I, III, V- ODD Semester) and from 02.09.2024 to 29.11.2024 (II, IV, VI - Even Semester) for the academic year of 2024-2025.**

I am, further to inform you that attendance should not to be marked for candidates if they attend the colleges during vacation (such as Michaelmas, Puja, Christmas or other holidays, when they are given a study leave for purpose of preparing for the examination) and such attendance should not be taken into account either for purposes of calculating the minimum number of working number of days prescribed owing to the intervention of unexpected holidays. In that case, such college should put in extra working days with a view to make up the deficiency to maintain minimum number of working days (75% attendance) required for the academic year. The attendance should be reckoned in terms of number of days only and not subject-wise.

A separate list (**THREE COPIES Degree wise**) showing the names of candidates who were granted condonation of shortage of attendance (for Theory/Practical separately) should be forwarded to this office in the prescribed format **mentioning the category** together with the fees collected from such candidates in the form of D.D. drawn in favour of "**THE REGISTRAR, UNIVERSITY OF MADRAS, CHENNAI-5**".

Accordingly, the Principals of the colleges should collect the condonation fee from the candidates for lack of attendance and remit the same to the University immediately after collecting the fee. The results of the candidates who have lack of attendance and not paid the condonation fee to the University will be withheld.

**It is observed that few colleges sought for the grant of shortage of attendance of their students belatedly after publication of results. Such cases will be rejected in future.**

In this connection, I am to request you to send the attendance details in prescribed format (a specimen copy of format is enclosed herewith) in respect of the candidates who have joined various courses in your college in **TRIPPLICATE, UNDER CATEGORY WISE, DEGREE WISE AND YEAR WISE/SEMESTER WISE BOTH THEORY AND PRACTICAL SEPERATELY** and the same may be copied in a C.D. and **erc@unom.ac.in** forwarded to this office for approval of the same in this office and also preserved in your office computer for your periodical use.

**I am also to request you to kindly display a photocopy of this circular in your College/Department Notice Board for the benefit of the candidates.**

**Last Date** for Submission of **Condonation** Proforma for **April/May - 2024** Examination is **22.03.2024** for the academic year (2023-2024) ( II, IV, VI Semester) and

For **October/Nov-2024** Examination is **14.10.2024** for the academic year( 2024-2025) - ( I,III,V semester).

**Last Date** for Submission of **Transfer** of College and **Re-Admission** Application Form for I, III, V- **Odd** Semester is from **22.04.2024 to 30.08.2024**.

and for II, IV, VI - **Even** Semester is from **02.09.2024 to 29.11.2024**

and this has to be strictly followed and no applications will be considered after the last date of submission will be considered as rejected.

The receipt of this circular may kindly be acknowledged.

Yours faithfully,

  
Registrar.

\* **Condonation Proforma** download from the web site [www.unom.ac.in](http://www.unom.ac.in).

1.[www.unom.ac.in](http://www.unom.ac.in)

2.Admission

3.Eligibility Recognition Certificate

4.Format for furnishing details of Shortage of attendance (Condonation Proforma) (PDF).

Sl.No.	Students Admitted from	Details of Semester	Last date for submission
1.	2023-2024	2 <sup>nd</sup> sem. at April 2024	22/03/2024
2.	2022-2023	4 <sup>th</sup> sem. at April 2024	22/03/2024
3.	2021-2022	6 <sup>th</sup> sem. at April 2024	22/03/2024

4.	2024-2025	1 <sup>st</sup> sem. at Nov. 2024	14/10/2024
5.	2023-2024	3 <sup>rd</sup> sem. at Nov. 2024	14/10/2024
6.	2022-2023	5 <sup>th</sup> sem. at Nov. 2024	14/10/2024