



No. 173/B3/KU/2023

Date: 03 - 06-2023

To

All the Principals of University/Constituent/affiliated (Govt/Aided/Un aided) Colleges offering various UG and PG (Professional & Non-professional) courses, Kakatiya University.

Sub: UG & PG Courses –Students Attendance - Fixation of fee Rs. 3000/-for condonation of 10% attendance on Medical Grounds issued from the academic year 2022-2023 and onwards - Certain Guidelines issued.

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Sir/Madam,

I am directed to draw your attention to the matter under subject cited. As per the norms every candidate who got admission to any Undergraduate or Postgraduate Professional and Non Professional Courses have to attend the classes regularly and possess 75% attendance in respect of Non Professional Courses and 80% attendance in Professional Courses in order to take annual examination in every semester or year as the case may be. Condonation of 10% of attendance can be considered by the Vice-chancellor on production of Medical Certificate by paying condonation fee for allowing to enrol for examination. The fee prescribed long back for condonation of 10% of attendance is very meagre. There is need for streamlining the attendance irregularities.

As such, the Vice-chancellor in anticipation of approval by the Standing Committee of Academic Senate has enhanced the fee to Rs.3,000/- per candidate for condonation of 10% attendance on production of proper Medical Certificate as per the norms while issuing the following guidelines for scrupulous implementation from the academic year 2022-2023.

1. Attendance must be reckoned from the date of commencement of classes to the date of last instruction day
2. The Attendance of the Readmitted students be reckoned from the date of getting readmission to date of last instruction day
3. No application be forwarded after the due date for readmission.
4. While forwarding the readmission application college must ascertain the eligibility as per the promotion norms of the courses
5. No students are allowed for examination without possessing required % of attendance as per the norms of the course concerned.
6. Whenever the University makes surprise visits, colleges are supposed to show the Attendance Registers along with the presence of students and staff..
7. The colleges are supposed to pay condonation fee Rs.3, 000/- per candidate for those who possess only 65% or 70% of attendance and require condonation up to 10% on medical grounds. The fee has to be remitted in favour of the Registrar, Examination Branch, KU to the SB Account No. 52026910298, State Bank of India, Kakatiya University Branch.

It may please be noted that if any deviation in implementing the above guidelines is found in any college, it will be viewed seriously and heavy penalties be imposed against such erring colleges.

Yours faithfully,


REGISTRAR

Copy to:-

- 1) The Secretary to the Vice- Chancellor, KU
- 2) The PA to Registrar, KU
- 3) The SF