



PROVIDENCE WOMEN'S COLLEGE (AUTONOMOUS)

NAAC RE-ACCREDITED WITH A++ DBT STAR COLLEGE DST-CURIE
KOZHIKODE 673009, KERALA, INDIA
(Affiliated to University of Calicut)

No: PWC/EX/G/04/2025-26

11-03-2026

CIRCULAR

Sub: Attendance Requirement, Condonation of Shortage of Attendance and Promotion to Next Semester – FYUGP & CBCSS PG Programmes – Reg

Ref: 1. Calicut University Circular No. 1229/EG-I-ASST-1/2019/PB dated 08-12-2025, issued from the Office of the Controller of Examinations.

2. Calicut University Order No. 4012/2026/Admn dated 07-03-2026

The following norms regarding attendance, condonation of shortage of attendance, and eligibility for appearing for examinations and promotion to the subsequent semester are issued in accordance with the FYUGP, Integrated PG, and CBCSS PG Regulations of the institution, for strict compliance.

A. FOUR-YEAR UNDER GRADUATE PROGRAMMES (FYUGP)

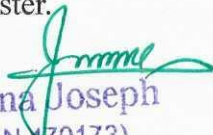
Minimum Attendance

1. A student shall be permitted to appear for the end-semester examination of a specific course to acquire the credits only if he/she has minimum 75% attendance (has completed minimum 75% of the prescribed classroom activities in physical, online, or blended modes, including any compensating activities as specified by the faculty of that particular course).
2. If a student has 75% attendance in an Audit Course in BBA/BCA, she is eligible for a pass in that course, with no credit (zero-credit).

Condonation of Shortage of Attendance

Shortage of attendance may be condoned subject to the following conditions:

1. Single condonation: Shortage up to 10% of the total working days in a semester.
2. Double condonation: Shortage up to 20% of the total working days in a semester.


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3. Students can avail condonation in a maximum of four semesters during the entire programme (either four single condonations or one double condonation and two single condonations).
4. Regulations with regard to the condonation of shortage of attendance shall be applicable to the audit courses in the first and second semesters of BBA and BCA programmes.

Attendance between 50% and 55%

Students having less than the condonable limit but not less than 50% attendance may be provisionally promoted to the next semester. However:

1. Such students shall not be eligible to appear for the examination of that semester.
2. They can appear for those courses only as supplementary examinations after completion of the programme.

Attendance below 50%

Students with less than 50% attendance in a semester are not eligible to continue the programme and must seek readmission as per the rules of the institution.

B. FIVE YEAR INTEGRATED PROGRAMMES (FYIP)

Minimum Attendance

The minimum requirement of attendance during a semester shall be 75%

Condonation of Shortage of Attendance

Shortage of attendance may be condoned subject to the following conditions:

1. Students can avail condonation of shortage of attendance in a maximum of four semesters during the first six semesters of the programme (either two single condonations and one double condonation or four single condonations).
2. During last four semesters of the programme, students can avail a maximum of two condonations (two single condonations or one double condonation).

Attendance between 50% and 55%

1. Candidates who do not satisfy the required minimum attendance in a course shall be awarded zero grade point in that course. Such a student can write the examination for the entire courses of the semester in which shortage of attendance occurs as supplementary examination only after the completion of the entire programme.

Attendance below 50%

1. If the attendance is less than 50%, the student is ineligible to continue the programme and has to seek readmission.
2. A minimum requirement of attendance 50% can be sanctioned for genuine reasons to attend the final examinations by collecting appropriate fees as prescribed by the Academic Council and approved by the governing body.



C. CBCSS PG PROGRAMMES

Minimum Attendance

Students must secure at least 75% attendance in each semester to appear for the End Semester Examination.

Condonation of Shortage of Attendance

Shortage of attendance may be condoned under the following provisions:

1. Single condonation: Maximum 10% shortage (up to 9 days) in a semester.
2. Double condonation: Maximum 20% shortage (up to 18 days) in a semester.
3. During the entire programme, a student may avail two single condonations, or one double condonation.
4. Benefit of condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meeting of the University bodies /Govt. bodies and participation in other extracurricular activities on production of genuine supporting documents, with the recommendation of the Head of the Department concerned.

Ineligibility due to Attendance Shortage

1. If the student has a shortage of attendance in a semester, the student shall be permitted to move to the next semester and can write the examination for the entire courses of the semester in which shortage of attendance occurs as supplementary examination only after the completion of the entire programme.
2. In such cases, a request from the student may be forwarded through the HoD to the Controller of Examinations within two weeks of the commencement of the semester.
3. There will not be any Repeat semester in CBCSSPG.

D. INTEGRATED PG PROGRAMMES

Minimum Attendance

A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester.

Condonation of Shortage of Attendance

1. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted on remitting the required fee.
2. Students can avail of condonation of shortage of attendance in a maximum of four semesters during the first six semesters of the programme (either two single condonations and one double condonation or four single condonations).



3. During last four semesters of the programme, students can avail a maximum of two condonations (two single condonations or one double condonation).

Attendance between 50% and 55%

1. If a student fails to get required attendance, he/she can move to the next semester only if he/ she acquires 50% attendance.
2. In that case, a Provisional registration is needed.
3. Such students can appear for supplementary examination for such semesters after the completion of the foundation/advanced programme.

Attendance below 50%

1. Less than 50% attendance requires Readmission.
2. Readmission is permitted only once during the entire programme

GENERAL INSTRUCTIONS

1. Heads of Departments are authorized to grant an attendance relaxation of up to 2% to female students on account of menstrual leave. The revised attendance, after granting such relaxation, shall be considered for determining eligibility to appear for the examination.
2. Attendance will be maintained and monitored by the respective departments/course teachers.
3. Students must regularly verify their attendance in the LMS.
4. Applications for condonation must be submitted within the prescribed time limit with valid supporting documents.
5. Applications which are not specifically recommended by the tutor will not be entertained.

Documents to be submitted

1. Application for the condonation of shortage of attendance
2. Medical certificate from a registered medical practitioner
3. Fee receipt for the required amount

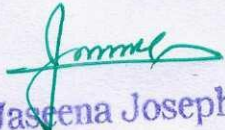
***Fee Structure**

- a) Rs 1010/- for shortage up to 10% (65% to 74% attendance)
- b) Rs 1315/- for shortage above 10% up to 20% (55% to 64% attendance)

*Fee will be decided by the Academic Council from time to time.

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