





**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE**  
An Autonomous College – Affiliated to Bharathiar University  
Approved by AICTE and Govt. of Tamilnadu  
Accredited by NAAC- An ISO certified Institution  
Hindusthan Gardens, Behind Nava India, Coimbatore-641 028.

## PROFORMA II

(to be filled in course-wise and branch-wise)

List of all candidates who have earned 65% to 74% of attendance in the current semester but eligible for condonation and to write the examination in current semester subjects.

Month & year of Examinations :

Degree :

Branch :

Total number of working days in this semester:

S.No.	Reg. No.	Name of the Student	Current Sem. No	No. of days Attended	% of attendance gained	No. of days condoned
1.						

Date :

College Seal

Prepared by  
(Tutor)

Approved by  
(Hod)

Principal

Note: Candidates given in this proforma are eligible to appear for the examination in current semester subjects provided the shortage of attendance is condoned by the Principal after the candidates paying condonation fee.



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### **PROFORMA III**

(to be filled in course-wise and branch-wise)

List of students who have earned 50% to 64% attendance and not eligible for condonation

Month & Year of Examination:

Degree :

Branch:

Total Number of working days in this semester:

S.no	Reg.No	Name of Student	Current Semester No	No. of days Attended	% of attendance gained	No. of days shortage
1.						

**Date :**

**College Seal**

**Prepared by  
(Tutor)**

**Approved by  
(Hod)**

**Principal**

Note: Candidates given in this proforma 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 subjects in the next year with proper approval of the Principal , However, the candidates are eligible to write arrear subjects if any.



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### **PROFORMA IV**

(To be filled in course-wise and branch-wise)

List of students who have earned attendance 49% and below.

Month & Year of Examination :

Degree:

Branch:

Total Number of working days in this semester:

S. No	Reg. No	Name of the Student	Current Semester No	No. of days Attended	% of attendance gained	No. of days shortage

Date :

College Seal

**Prepared by**  
**(Tutor)**

**Approved by**  
**(Hod)**

**Principal**

Note: Candidates given in this proforma shall discontinue the course and re-join in the same semester in the next year with proper approval of the Principal. They are not eligible for condonation and to write the current semester papers but are eligible to write arrear papers.



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### PROFORMA V

(To be filled in course-wise and branch-wise)

List of candidates who have earned 50% to 64% attendance in the previous semester and now have earned combined attendance 75% and more in this semester.

Month & year of Examination :

Degree:

Current Semester No:

Total No. of working days:

S.No	Reg.No	Name of the student	No. of days attended			% of attendance gained				Whether it is the first time that this candidate gets this benefit (Yes/No)
			Previous Sem	Current Sem	Total	Previous Sem	Current Sem	Total	Average	
1.										

Date :

College Seal

Prepared by  
(Tutor)

Approved by  
(Hod)

Principal

Note: Candidates given in this proforma are eligible to write the exam. in current semester and previous semester subjects.



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### PROFORMA VI

(To be filled in course-wise and branch-wise)

List of candidates who have earned 50% to 64% attendance in the previous semester and have now earned combined attendance between 65% and 75% and eligible for condonation by the Principal.

Month & year of Examination :

Degree:

Branch:

Current Semester No.:

Total No. of working days :

Sl. No	Reg.No	Name of the student	No. of days attended			% of attendance gained				Whether it is the first time that this candidate gets this benefit
			Previous Sem	Current Sem	Total	Previous Sem	Current Sem	Total	Average	
1.										

Date :

College Seal

Prepared by  
(Tutor)

Approved by  
(Hod)

Principal

Note: Candidates given in this proforma are eligible to appear for the examination in current semester and previous semester subjects provided the shortage of attendance is condoned by the Principal after the candidate paying condonation fee.



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### PROFORMA VII

(To be filled in course-wise and branch – wise)

List of candidates who have earned 50% to 64% attendance in the previous semester and have now earned combined attendance 64% and below and not compensated the shortage in attendance.

Name of the College : Hindusthan College of Arts & Science (Autonomous)

Month & year of Examination :

Degree: Branch :

Current Semester No: Total No. of working days:90

Sl. No	Reg.No	Name of the student	No. of days attended			% of attendance gained				Whether it is the first time that this candidate gets this benefit
			Previous Semester	Current Semester	Total	Previous Semester	Current Semester	Total	Average	
1.										

Date :

College Seal

Prepared by  
(Tutor)

Approved by  
(Hod)

Principal

Note: Candidates falling under this category shall discontinue the course and rejoin the course in next academic year in the previous semester in which the candidate had the first shortage of attendance. They are eligible to appear for arrear subjects and shall not appear for the current and previous semester subjects.



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### **PROFORMA VIII**

(To be filled in course-wise and branch-wise)

List of candidates who are eligible to appear for current semester subjects (i.e., whose names are given in proforma I, II, V, VI) but did not pay exam fees and register for current semester regular subjects.

Month & year of Examination :

Degree :

Branch :

. Current semester No:

Sl.No	Reg.No	Name of the candidate	Percentage of attendance earned in current semester	Reason for not appearing for current semester exams
1.				

Date :

College Seal

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(Tutor)

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Note: Please do not furnish the candidates whose names are given in proforma III, IV, VII





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### PROFORMA IX

Consolidated list of number of candidate admitted and number of candidate doing various courses at present and appearing for current examinations.

S.No	Degree & course	Current Sem No	No of candidates admitted in I Sem	No of candidates doing current Sem.	No of candidates given in proforma								Total	Balance
					I	II	III	IV	V	VI	VII	VIII		
1														
2														

**Date :**

**College Seal**

**Prepared by  
(Tutor)**

**Approved by  
(Hod)**

**Principal**

NOTE: Please note that a candidate doing the current semester shall fall in any one of the proforma I to VII