

AKSHAYA COLLEGE OF ENGINEERING AND TECHNOLOGY



AN AUTONOMOUS INSTITUTION

Approved by AICTE | Affiliated to Anna University, Chennai
Accredited by NAAC | NBA Accredited (CSE, ECE & CIVIL)
Kinathukadavu, Coimbatore-642109. www.acetcbe.edu.in



OFFICE OF THE CONTROLLER OF EXAMINATIONS

CIRCULAR

Ref. No.: ACET/CoE/ Proforma of Attendance /2025-26/Even

Date: 27.04.2026

As per the attendance requirements under **Regulation R2021 and Regulation R2025**, all Heads of Departments are requested to verify the attendance details of students for the **Academic Year 2025–2026 (Even Semester)** and take necessary action based on the following guidelines:

- Students having attendance between **65% and 74% (R2021)** and between **70% and 79% (R2025)**, due to medical reasons (such as prolonged hospitalization, accident, or specific illness) or participation in sports events, may be permitted to appear for the current semester examinations, subject to the submission of valid medical certificates and supporting documents.
- Students having attendance **below 65% (R2021)** and **below 70% (R2025)**, without valid reasons, are **not eligible** to appear for the End Semester Examinations. Such students are required to repeat the incomplete semester in the next academic year, as per the prescribed norms.
- Students having attendance between **65% and 74% (R2021)** and between **70% and 79% (R2025)** may be considered for **attendance exemption up to 10%**, subject to approval from the competent authority.
- Students who have **not registered** for the examination are not eligible to appear.

In this regard, all Head of the Departments are instructed to submit the following documents to the **Examination Cell on or before 30.04.2026** for further processing:

- **Statement of Attendance of Students (Form 2.1)**
- **Application for Condonation (Form 2.2)**

All documents must be duly verified, consolidated, and forwarded by the respective HoDs along with necessary supporting documents within the stipulated time for obtaining necessary approval.

Kindly ensure that the details submitted are accurate and timely to avoid any discrepancies.

Prepared by
DCoE

(Dr.K.MADHAN MUTHU GANESH)

VICE PRINCIPAL

(Dr. K. SIVASANKARI)

Approved By
CoE

(Dr.T.RAVICHANDRAN)

Copy to : Managing trustee and Chairman for kind information
CEO for kind information
Cc : Principal Office
: All HOD's with a request to circulate among the members of faculty & students
File