



# VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

Sankari Main Road (NH-47), Ariyanoor, Salem – 636 308, Tamil Nadu, India.



PROGRAMME (✓)	UG	PG	Diploma

## CONDONATION PROFORMA FOR RE-ADMISSION / RE-JOINING AFTER THE BREAK OF STUDY

1.	Name of the Student/Address (in CAPITAL LETTER)	:	
2.	Name of the Course	:	
3.	Period of Study	:	
4.	Name of the College	:	
5.	Date of Joining the Course	:	
6.	University Registration No.	:	
7.	Present year of study	:	
8.	Total No. of working days attended during that particular academic year	:	From : To :
9.	Duration of break of study	:	From : To :
10.	Details of examinations appeared & Subjects passed (Copy of the mark sheets enclosed)	:	
11.	Reasons for the period of break of study of the course (Evidence should be produced)	:	
12.	Year / Semester to be Re-admitted / Rejoined	:	
13.	The details of previous break of study if any (Enclose xerox copy of the Condonation order of the University)	:	
14.	Whether his / her own vacancy is available for rejoining the course	:	

15.	Whether any disciplinary case is pending (i.e) production of false certificates / Ragging etc.	:	
16.	Whether the candidate has paid the prescribed fee for re-admission (Furnish the details) a) Processing fee : b) Condonation fee : As prescribed in the Annexure	:	
17.	Previous correspondence if any (Furnish copies of relevant records)	:	

**DECLARATION BY THE CANDIDATE**

I declare that the above information furnished by me are true and correct to the best of my knowledge.

I hereby undertake that I will abide by the existing rules and regulations of the University.

Date:

Signature of the Candidate

**Certificate by the Dean / Principal**

I Certify that the details furnished the above candidate are verified and found correct.

**Recommendation of the Dean / Principal / Director Concerned :**

Signature of the Dean / Principal / Director with seal

Enclosure :

1. Request letter from the candidate
2. Xerox copies of Mark Statements  
(Attestation by the Head of Institution with office Seal )
3. Medical / Fitness Certificate if any in original

## **DECLARATION**

I ..... Son of/ Daughter of .....residing at

.....

admitted in .....year of.....(Name of the Course UG / PG /

PG Diploma) at.....(Name of the College)

during the academic year .....do hereby solemnly affirm and sincerely state as follows.

I declare that, I shall abide the rules and regulations prescribed by the Vinayaka Mission's Research Foundation (Deemed to be University), Salem for the.....(Course) including regulations for re-admission / re-joining after the break of study.

Date :

Signature of the Candidate

/ Countersigned /

Date:

Signature of the Dean / Principal / Director with seal

**NOTE :**

- a) All the columns in the Proforma should be filled neatly and forwarded by the Dean / Principal of the College / Institution duly signed and College Date seal affixed along with required fee.
- b) The Dean / Principal of the College / Institution cannot permit to rejoin the course of any Break of Study candidate without obtaining University's prior condonation orders. Violation, if any, in this regard will not be entertained and such period of attendance shall not be taken into account for permitting him / her for University examinations.
- c) The Demand Draft should be obtained in favour of **“Vinayaka Mission's Research Foundation (Deemed to be University), Salem”**.
- d) The Dean / Principal of the College / Institution are directed to review the attendance every Fortnightly / Monthly and ensure that proposals for the discontinued students for Condonation of Break of Study should be forwarded to the University immediately.
- e) Fees once paid, will not be refunded under any circumstances.