



RAMANUJAN COLLEGE
Accredited Grade 'A' by NAAC
(University of Delhi)
Kalkaji, New Delhi-110019
Ph-26430192, Fax-2641826

Date: 05/11/2024

GUIDELINES FOR MINIMUM ATTENDANCE REQUIREMENT

To ensure eligibility for the upcoming December 2024 – January 2025 semester examination, the following attendance guidelines and benefits applicable to students are as follows:

1. Minimum Attendance Requirement

To be eligible for examination for the upcoming December 2024 – January 2025 semester, students must meet a minimum attendance of 50% (including benefits) in the current semester (August–December 2024).

2. Attendance Benefits for Extracurricular Activities

Students who are part of any Society/Cell/Committee/Sports/NCC/NSS/any other, are eligible for attendance benefit of up to **one-third** of their total classes attended, based on their participation/performance level as given below:

S. No.	Participation/Performance in the activities during current semester	Attendance Benefits
1.	Participation/Performance in the range of 70% - 100 %	Benefit of up to 33.33% of classes attended.
2.	Participation/Performance in the range of 50% - 69.99%	Benefit of up to 25% of classes attended.
3.	Participation/Performance in the range of 33% - 49.99%	Benefit of up to 15% of classes attended.

3. Attendance Benefits for Medical Reasons

Students who missed classes due to medical issues must submit relevant medical documents, signed by the Teacher in Charge, to support their claim. Attendance benefits will be granted according to the following criteria. Link for document submission: <http://bit.ly/medicalrama>

S. No.	Documents submitted	Attendance Benefits
1.	Medical Certificate* (with complete bed rest) + All Medical Reports + All Prescriptions and Admission/Discharge summary	All classes missed during the time of treatment
2.	Medical Certificate* (not with complete bed rest) + All Medical Reports + All Prescriptions and Admission/Discharge summary	Benefit of up to 33.33% of classes attended.
3.	Medical Certificate* + Medical Reports + Prescriptions	Benefit of up to 25% of classes attended.
4.	Medical Certificate*	Benefit of up to 10% of classes attended.

*From a doctor with minimum qualification of MBBS/MD

4. Attendance Benefits for Internship Participation

Students who missed classes due to an internship must submit their internship-related documents, signed by the Teacher in Charge. Attendance benefits will be given as per the college's [internship policy](#). Link for document submission: <http://bit.ly/internrama>

All attendance related matters will be dealt by Student Welfare Committee convened by Dr. Nagender Pal, Associate Professor, Department of Commerce, Ramanujan College.



Prof. Rasal Singh
Principal



(Dr. Nagender Pal)
Convenor, Students' Welfare Committee