

December 24, 2024

SCHEDULE FOR COLLECTION OF ADMIT CARD JANUARY 2025 EXAMINATION

For Semester I Students

Semester I students who meet the minimum attendance requirement (as per the **Minimum Attendance Notice**) should collect their verified admit card from their course Dealing Window according to the following schedule:

S.No	Course	Verification Date	Time slot
1	B.A. (H) English	01/01/25	9 a.m.-9:50 am
2	B.A. (H) Hindi	01/01/25	10:00 am – 10:50 am
3	B.A. (P)	01/01/25	11:00 am - 12:50 p.m.
4	B.A. (H) Political Science	01/01/25	2:00 pm – 2:50 p.m.
5	B.Com.	01/01/25	9 am - 10:30 a.m.
6	B.Com (H)	01/01/25	10:40 a.m.-12:50 a.m.
7	BMS	01/01/25	2:00 p.m.- 2:50 pm
8	B.A. (H) Economics	01/01/25	3:00 p.m. – 3:50 p.m.
9	B.A. (H) Philosophy	01/01/25	9 am - 9:50 a.m.
10	B.A. (H) Applied Psychology	01/01/25	10:00 a.m. – 10:50 a.m.
11	B.Sc. (H) Computer Science	01/01/25	11:00 a.m. – 11:50 a.m.
12	B.Sc. (H) Mathematics	01/01/25	12 noon – 12:50 p.m.
13	B.Sc. (H) Statistics	01/01/25	3:00 p.m. – 3:50 p.m.
14	B.Sc. (H) Environmental Sciences	01/01/25	12:20 p.m. - 12:50 p.m.
15	B.Voc. Software Development	01/01/25	3:00 pm – 3:50 pm
16	B.Voc. Banking and Insurance	01/01/25	4:00 pm – 4:50 pm

Kindly Note:

1. **Verification of the admit card is compulsory.**
2. **Students with unverified admit cards won't be allowed to sit in the exam.**
3. **Strictly follow the schedule for collection and verification of admit cards.**
4. **Students who had medical issues in the current semester need to submit the medical documents on the form: <http://bit.ly/medicalrama> by December 25, 2024.**

FOR STUDENTS OF SEMESTER I HAVING ATTENDANCE LESS THAN 50%:

- a. Students with attendance above or equal to 45% but less than 50% will be debarred from appearing in VAC paper in the December 2024 – January 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper (format of the undertaking is attached with this notice).
- b. Students with attendance above or equal to 40% but less than 45% be debarred from appearing in AEC and VAC papers in the December 2024 – January 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper (format of the undertaking is attached with this notice).
- c. Students with attendance below 40% attendance will be altogether debarred from appearing in the December 2024 – January 2025 semester examination.

Students who are getting admit card on the basis of undertaking on stamp paper need to meet at least an aggregate of 55% attendance requirement in first year i.e. semester I & II combined.

The affidavit needs to be submitted by the parents in person with a valid ID proof.

Principal

FORMAT FOR UNDERTAKING

UNDERTAKING BY STUDENT OF FIRST YEAR FOR NOT MEETING MINIMUM ATTENDANCE

**To
The Principal
Ramanujan College**

Request for Permission to Appear in Examinations and Undertaking for Meeting Minimum Attendance in the Next Semester

I,(name) _____ student of course _____ semester ____ with college roll number _____ and examination roll number _____. I/My ward am writing to bring to your attention the current state of my attendance, which unfortunately falls below the minimum requirement for the ongoing semester. I/My ward understand the significance of regular attendance in maintaining academic standard, and I/My ward take full responsibility for the lapse in my attendance.

I/My ward am aware of the potential consequences of not meeting the attendance criteria, including being barred from appearing in the current semester's examinations. I/My ward am genuinely committed to rectifying this situation and ensuring that I/My ward meet the attendance requirements in the upcoming semester.

In light of the above, I/My ward humbly request your understanding and seek permission to appear in the examinations for the current semester, despite my attendance falling below the stipulated percentage. I/My ward understand the seriousness of this request and assure you that I/My ward am prepared to take extra measures to cover missed classes and catch up on any academic material I/My ward may have missed.

To demonstrate my commitment to improving my attendance and academic performance, I hereby provide the following undertaking:

1. I/My ward understand the importance of regular attendance as per the college's policy and the potential consequences of not meeting the minimum attendance requirement.
2. I/My ward acknowledge that my current attendance percentage is below the required standard, and I/My ward take full responsibility for this lapse.
3. As I/my ward study in a government-funded college, I/my ward understand that missing classes means wastage of public resources; I/my ward understand that I/my ward have occupied a seat in a regular college, which means I/my ward have blocked a lot of resources; by not attending classes, the resources are not properly utilized by me/my ward, and it would have been judicious that I would have taken admission in the School of Open Learning (SOL) and some other student should have gotten my/my ward seat.

I undertake to attend all lectures, tutorials, practical sessions, and other academic activities diligently during the next semester to have at least an aggregate of 55 % attendance in first year i.e. semester I & II combined.

I am genuinely remorseful for the current situation and am eager to rectify it by attending maximum classes which will not be less than an aggregate of 55% attendance in first year i.e. semester I & II combined. I sincerely request your consideration of this undertaking and the granting of permission to appear in the examinations for the current semester.

The affidavit needs to be submitted by the parents in person with a valid ID proof.

Thank you for your understanding and consideration

Sincerely,

Signature of the student

Signature of the parent

Student Name:

Name of parent:

Course:

Relation with student:

College Roll Number:

Mobile Number of parent:

Semester:

Examination Roll Number:

Mobile Number of Student: