



RAMANUJAN COLLEGE
Accredited Grade 'A' by NAAC
(University of Delhi)

Kalkaji, New Delhi-110019
Ph-26430192, Fax-2641826

Date: 19/11/2025

**GUIDELINES FOR MINIMUM ATTENDANCE REQUIREMENT
FOR ADMIT CARD**

To ensure eligibility for the upcoming December 2025 – 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 2025 – January 2025 semester, students of semester III and V must meet a minimum attendance of 50% (including benefits) and students of semester I must meet a minimum attendance of 55% (including benefits) in the current semester (August – November 2025).

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 (students need to apply on ERP dashboard):

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 and submit relevant medical documents to support their claim on the student's ERP dashboard. Attendance benefits will be granted according to the following criteria.

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 and submitted their internship-related documents on the students' ERP dashboard. Attendance benefits will be given as per the college's internship policy.

FOR STUDENTS OF SEMESTER III AND V HAVING ATTENDANCE LESS THAN 50%:

- Students with attendance above or equal to 45% but less than 50% will be debarred from appearing in SEC paper in the December 2025 – January 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper.
- Students of semester III with attendance above or equal to 40% but less than 45% be debarred from appearing in AEC and SEC papers and students of semester V will be debarred from appearing in SEC in the December 2025 – January 2025 semester examination. Such students

can collect admit card after submitting an affidavit on Rs. 100/- stamp paper.

- c. Students with attendance below 40% attendance will be altogether debarred from appearing in the December 2025 – January 2025 semester examination.

FOR STUDENTS OF SEMESTER I HAVING ATTENDANCE LESS THAN 55%:

- a. Students with attendance above or equal to 50% but less than 55% will be debarred from appearing in SEC paper in the December 2025 – January 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper
- b. Students with attendance above or equal to 45% but less than 50% be debarred from appearing in AEC and SEC papers in the December 2025 – January 2025 semester examination. Such students can collect admit card after submitting an affidavit on Rs. 100/- stamp paper.
- c. Students with attendance below 45% attendance will be altogether debarred from appearing in the December 2025 – January 2025 semester examination.

Students who will receive admit card on the basis of undertaking on stamp paper need to cover the shortage of attendance in the next semester.


Prof. Rajender Kumar Pandey
विशेष कार्यवाहक/Officer-on-Special Duty
Principal
रामानुजन कॉलेज/Ramanujan College
(दिल्ली विश्वविद्यालय)/(University of Delhi)
कालकाजी, नई दिल्ली-110019 / Kalkaji, New Delhi-110019


Dr. Nagender Pal
Convenor
Students' Welfare Committee