



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

Date: 21/04/2026

GUIDELINES FOR MINIMUM ATTENDANCE REQUIREMENT FOR ADMIT CARD

To ensure eligibility for the upcoming January 2026 – May 2026 semester examination, the following attendance guidelines and benefits applicable to students are as follows:

1. Minimum Attendance Requirement

- To collect the admit card for examination of January 2026 – May 2026 semester, students of semester IV & II must meet a minimum attendance of 30% (including benefits).
- Student of semester VI & VIII can collect admit card as per the distribution schedule.

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 and submitted relevant medical documents, signed by the Teacher in Charge, to support their claim. 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, signed by the Teacher in Charge. Attendance benefits will be given as per the college's internship policy.

FOR STUDENTS OF SEMESTER IV AND II HAVING ATTENDANCE LESS THAN 30%:

- Students with attendance above or equal to 20% but less than 30% will be debarred from appearing in VAC paper in the January 2026 – May 2026 semester examination. Such students can collect admit card after submitting an undertaking.
- Students with attendance above or equal to 10% but less than 20% will be debarred from appearing in VAC & AEC paper in the January 2026 – May 2026 semester examination. Such students can collect admit card after submitting an undertaking.
- Students with attendance less than 10% will be debarred from appearing in VAC, AEC & SEC paper in the January 2026 – May 2026

semester examination. Such students can collect admit card after submitting an undertaking.


Prof. Rajendra Kumar Pandey

Officer on Special Duty

विशेष कार्यधिकारी/Officer-on-Special Duty

रामानुजन कॉलेज/Ramanujan College

(दिल्ली विश्वविद्यालय)/(University of Delhi)

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Dr. Nagender Pal

Convenor

Students' Welfare Committee