



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

Date: April 27, 2019

NOTICE FOR STUDENTS WITH SHORT ATTENDANCE

This is for the information of all the students who have still not collected admit card for the upcoming semester examinations (May – June 2019).

Following students are called upon to present their case in front of Attendance Committee:

- 1) Students having medical problem and have already submitted medical certificate in the college.
- 2) Students who have taken NOC from the college for internship.

Such students should report to the rooms allotted to their course on the below mentioned dates during 10 a.m. – 1 p.m.

Date	Year (Semester)
April 29, 2019	III (VI Semester)
April 30, 2019	II (IV Semester)
May 1, 2019	I (II Semester)

Rooms allotted to different courses:

Courses	Room allotted
B.Com, B.Com(H), B.Voc. Banking and insurance, B.Voc. Software and Development, BMS	205
B.A. (H) Applied Psychology, B.A. (H) Philosophy, B.A. (H) English, B.Sc. Mathematics, B.Sc. (H)Computer Science, B.Sc.(H) Statistics,	206
B.A. (P), B.A.(H) Hindi, B.A. (H) Political Science, B.A. (H) Economics	207

Kindly note:

- 1) Students who are being debarred in one, two or completely debarred from semester examination do not require to come as their case would not be entertained on the above mentioned dates.
- 2) Students who are being debarred from appearing in one examination, such students will get admit card one day after their first examination.
- 3) Students who are being debarred from appearing in two examinations, such students will get admit card one day after their second examination.

- 4) Students need to get clearance from Library and Accounts office to get admit card.
- 5) Admit cards would not be issued after the above mentioned dates.

Minimum attendance requirement to get the admit card is as follows:

<u>Attendance</u>	<u>Action Needed</u>
More than or equal to 67%	Collect admit card from the window/ room allotted
More than or equal to 50% but below 67%	Submit undertaking on a plain paper for short attendance (Format for undertaking given)
More than or equal to 40% but below 50%	Debarred from appearing in first paper. Admit card will be given one day before the second exam.
More than or equal to 30% but below 40%	Debarred from appearing in first two papers. Admit card will be given one day before the third exam.
Below 30%	Debarred from appearing in the semester examination

Minimum attendance requirement for students involved in extra curricular activities:

<u>Attendance Requirement</u>	<u>Action Needed</u>
More than or equal to 30%	Collect admit card from the window/ room allotted
More than or equal to 25% but below 30%	Debarred from appearing in first paper. Admit card will be given one day before the second exam.
More than or equal to 20% but below 25%	Debarred from appearing in first two papers. Admit card will be given one day before the third exam.
Below 20%	Debarred from appearing in the semester examination

Instruction for submission of undertaking:

1. Undertaking shall be accepted on the dates mentioned above.
2. Undertaking has to be given on plain paper.
3. The pro forma for undertaking should be strictly followed otherwise undertaking shall not be accepted. (Pro forma is given on the next page)

Pro forma for undertaking:

UNDERTAKING (From Parents)

I, _____, *father/mother/guardian* of
son/daughter _____ and a resident of

_____ hereby undertake and affirm:

- 1) That my son/daughter fell short of attendance in the current semester (January-April 2018) and could not meet the minimum requirement of attendance to be eligible to appear for the Semester Examination.
- 2) That my son/daughter shall be required to meet the minimum stipulated attendance in the forthcoming semester (January-April 2019)
- 3) I undertake that I shall have no objection whatsoever to an action, disciplinary or monetary, as decided and imposed by Ramanujan College's authority in accordance with rules and regulations on my son/daughter for not complying with the terms of my undertaking which may lead to cancellation of his admit card for the next Semester Examination.

UNDERTAKING (From Student)

I, _____, *son/daughter/ward* of
_____ and a resident of

_____ hereby affirm:

- 1) I am conversant with the undertaking that has been signed by my mother/father/guardian.
- 2) I, hereby undertake that I shall abide by all the actions imposed by Ramanujan College and also undertake to uphold the Undertaking that has been entered into by my parent/guardian in case I fail to meet the requirement of attendance as stipulated by the College.

Parent's signature with full name

Student's signature with full name

Tel. No. (Parents)

Roll. No.

Class

Tel. No. (Student)

Date:

Place: