



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

Date: November 06, 2018

NOTICE REGARDING DISTRIBUTION OF ADMIT CARDS AND SUBMISSION OF
UNDERTAKING

This is for the information of all the students that admit cards for the upcoming semester examinations (July-November 2018) will be given as per the following schedule:

Date	Year (Semester)	Place	Timing
14 & 15 November	III (V Semester)	Window no. 3: Commerce, Mathematics, Statistics, Computer Science, BMS, B.A.(H) Economics & Window No.4: B.A., B.A.(H), Philosophy, Psychology & NAAC Room: B.Voc. (Software Development), B.Voc. (Banking and Insurance)	10 a.m. to 1 p.m. & 2 p.m. to 4 p.m.
16 & 17 November	II (III Semester)		
19 & 20 November	I (I Semester)		

Kindly note that admit cards will be given only on the above-mentioned dates. If a student is not meeting the attendance requirement then undertaking shall also be submitted on the same days.

Kindly note the following:

1. In case a student is having short attendance, below 67%, but more than or equal to 50%, then the admit card will not be issued unless the student appears before the Attendance Committee with an undertaking on the above-mentioned dates.

2. If the attendance of the student is below 50%, then the admit card will not be issued unless the student appears before the Attendance Committee with his/her parents or guardians (**age should be at least forty years**) along with an undertaking on the above-mentioned dates.

3. In case the attendance is below 20%, then the student will be debarred from appearing in the examinations.

4. For Students involved in Extra Curricular Activities (ECA):

If the student is involved in any extra curricular activities then minimum attendance requirement is 30%. In case student's attendance is below 30% but more than or equal to 20%, then such student will be issued his/her admit card only on submission of the undertaking in person along with his/her parents or guardians (**age should be at least forty years**) before the Admission Committee. Student with attendance below 20% will be debarred from the examination.

Summary Table (For students with short attendance)

Attendance	Criteria	Place for submission of undertaking
67%-50%	Submit an undertaking in person	Porta Cabin Staff Room
50%- 20% and Students with ECA 30%- 20%	Guardians have to submit the undertaking in person with the student	Porta Cabin Staff Room
Below 20%	Debarred from appearing in the examination	

Instruction for submission of undertaking:

1. Undertaking shall be accepted on the dates mentioned above.
2. Undertaking has to be given on a Rs 100/- Stamp Paper attested by a gazette officer.
3. The pro forma for undertaking should be strictly followed otherwise undertaking shall not be accepted. (Pro forma is given on the next page)
4. Undertaking by the parents and students has to be given on same stamp paper.
5. If the presence of parents or guardians is required during the time of submission of undertaking then it shall be accepted only in the presence of parents or guardians **(age should be at least forty years)**.

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 (July- November 2018)
- 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:

Attention:

In case a student do not show up for collecting his/her admit card on the above-mentioned dates then such student shall also be debarred for the semester.

Principal