

## RAMANUJAN COLLEGE

Accredited Grade 'A++ (3.71)' by NAAC  
(University of Delhi)  
C.R. Park Main Road, Block H,  
Kalkaji, New Delhi-110 019  
ISO 9001:2008 Certified Organisation



## रामानुजन महाविद्यालय

नैक द्वारा मान्यता प्राप्त ग्रेड ए++ (३.७१)  
(दिल्ली विश्वविद्यालय)  
सी आर पार्क, मुख्य सड़क, ब्लॉक एच,  
कालकाजी, नई दिल्ली- ११००१९  
आई एस ओ ९००१:२००८ प्रमाणित संगठन

**December 15, 2023**

### **NOTICE FOR ADMIT CARD DISTRIBUTION**

- 1) Semester I and III students having less than 10% attendance are barred from appearing in the end semester examination.
- 2) Current semester I and III students having attendance more than 10% but less than 20% are barred from appearing in first core paper and AEC paper for semester I and III in the upcoming semester examination and submit an undertaking at the time of admit card collection as per schedule attached.
- 3) Current semester I and III students having attendance more than 20% but less than 40% are barred from appearing in AEC paper for semester I and III in the upcoming semester examination and submit an undertaking (format given below) at the time of admit card collection as per schedule attached.
- 4) Current semester I and III students having attendance above 40% but below 66.66% need to submit an undertaking to the Teacher in Charge of department as per the schedule attached.
- 5) Current semester V students having attendance below 66.66% need to and submit an undertaking (format given below) at the time of admit card collection as per schedule attached.

**Students appearing for Semester V examination should get their admit card verified as per the following schedule:**

<b>S.No.</b>	<b>Course</b>	<b>Verification Date</b>	<b>Time slot</b>	<b>Window</b>
1	B.A. (H) English	18/12/23	9 a.m.-9:30 am	Dealing window 1
2	B.A. (H) Hindi	18/12/23	9:40 am – 10:10 noon	Dealing window 1
3	B.A. (P)	18/12/23	10:20 noon - 11:20 a.m.	Dealing window 1
4	B.A. (H) Political Science	18/12/23	11:30 a.m. – 12 noon	Dealing window 1
5	B.Com.	18/12/23	9 am - 10:00 a.m.	Dealing window 2
6	B.Com (H)	18/12/23	10:15 a.m.-11:15 a.m.	Dealing window 2
7	BMS	18/12/23	11:30 a.m.-12:00 noon	Dealing window 2
8	B.A. (H) Economics	18/12/23	12:15 p.m. – 12:45 p.m.	Dealing window 2
9	B.A. (H) Philosophy	18/12/23	9 am-9:30 a.m.	Dealing window 3
10	B.A. (H) Applied Psychology	18/12/23	9:40 a.m. – 10:10 a.m.	Dealing window 3
11	B.Sc. (H) Computer Science	18/12/23	10:20 a.m. – 10:50 a.m.	Dealing window 3
12	B.Sc. (H) Mathematics	18/12/23	11 a.m – 11:30 a.m.	Dealing window 3
13	B.Sc. (H) Statistics	18/12/23	11:40 a.m. - 12:10 p.m.	Dealing window 3
14	B.Sc. (H) Environmental Sciences	18/12/23	12:20 p.m. - 12:50 p.m.	Dealing window 3
15	B.Voc. Software Development	18/12/23	12:10 pm – 12:40 pm	Dealing window 1
16	B.Voc. Banking and Insurance	18/12/23	12:50 pm – 1:20 pm	Dealing window 1

**Students appearing for Semester III examination should get their admit card verified as per the following schedule:**

<b>S.No.</b>	<b>Course</b>	<b>Verification Date</b>	<b>Time slot</b>	<b>Window</b>
1	B.A. (H) English	18/12/23	2 p.m.-2:30 p.m	Dealing window 1
2	B.A. (H) Hindi	18/12/23	2:40 pm – 3:10 p.m.	Dealing window 1
3	B.A. (P)	18/12/23	3:20 p.m. - 4:20 p.m.	Dealing window 1
4	B.A. (H) Political Science	18/12/23	4:30 p.m. - 5 p.m.	Dealing window 1
5	B.Com.	18/12/23	1:30 pm - 2:30 p.m.	Dealing window 2
6	B.Com (H)	18/12/23	2:40 p.m.-3:40 p.m.	Dealing window 2
7	BMS	18/12/23	3:50 a.m.-4:20 p.m.	Dealing window 2
8	B.A. (H) Economics	18/12/23	4:30 p.m. - 5 p.m.	Dealing window 2
9	B.A. (H) Philosophy	18/12/23	1:30 pm-2 p.m.	Dealing window 3
10	B.A. (H) Applied Psychology	18/12/23	2:10 p.m. – 2:40 p.m.	Dealing window 3
11	B.Sc. (H) Computer Science	18/12/23	2:50 p.m. -3:20 pm	Dealing window 3
12	B.Sc. (H) Mathematics	18/12/23	3:30 pm – 4 p.m.	Dealing window 3
13	B.Sc. (H) Statistics	18/12/23	4:10 p.m. – 4:40 p.m.	Dealing window 3
14	B.Sc. (H) Environmental Sciences	18/12/23	4:40 p.m. - 5 p.m.	Dealing window 3
15	B.Voc. Software Development	19/12/23	2 pm – 2:30 pm	Dealing window 1
16	B.Voc. Banking and Insurance	19/12/23	2:40 pm – 3:10 pm	Dealing window 1

**Students appearing for Semester I examination should get their admit card verified as per the following schedule:**

<b>S.No.</b>	<b>Course</b>	<b>Verification Date</b>	<b>Time slot</b>	<b>Window</b>
1	B.A. (H) English	19/12/23	9 a.m.-9:30 am	Dealing window 1
2	B.A. (H) Hindi	19/12/23	9:40 am – 10:10 noon	Dealing window 1
3	B.A. (P)	19/12/23	10:20 noon - 11:20 a.m.	Dealing window 1
4	B.A. (H) Political Science	19/12/23	11:30 a.m. – 12 noon	Dealing window 1
5	B.Com.	19/12/23	9 am - 10:00 a.m.	Dealing window 2
6	B.Com (H)	19/12/23	10:15 a.m.-11:15 a.m.	Dealing window 2
7	BMS	19/12/23	11:30 a.m.-12:00 noon	Dealing window 2
8	B.A. (H) Economics	19/12/23	12:15 p.m. – 12:45 p.m.	Dealing window 2
9	B.A. (H) Philosophy	19/12/23	9 am-9:30 a.m.	Dealing window 3
10	B.A. (H) Applied Psychology	19/12/23	9:40 a.m. – 10:10 a.m.	Dealing window 3
11	B.Sc. (H) Computer Science	19/12/23	10:20 a.m. – 10:50 a.m.	Dealing window 3
12	B.Sc. (H) Mathematics	19/12/23	11 a.m – 11:30 a.m.	Dealing window 3
13	B.Sc. (H) Statistics	19/12/23	11:40 a.m. - 12:10 p.m.	Dealing window 3
14	B.Sc. (H) Environmental Sciences	19/12/23	12:20 p.m. - 12:50 p.m.	Dealing window 3
15	B.Voc. Software Development	19/12/23	12:10 pm – 12:40 pm	Dealing window 1
16	B.Voc. Banking and Insurance	19/12/23	12:50 pm – 1:20 pm	Dealing window 1

**Format for undertaking:**

**UNDERTAKING BY STUDENT 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 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 understand the significance of regular attendance in maintaining academic integrity, and I take full responsibility for the lapse in my attendance.

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

In light of the above, I 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 understand the seriousness of this request and assure you that I am prepared to take extra measures to cover missed coursework and catch up on any academic material I may have missed.

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

1. I 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 acknowledge that my current attendance percentage is below the required standard, and I take full responsibility for this lapse.
3. I undertake to attend all lectures, practical sessions, and other academic activities diligently during the next semester to meet the minimum attendance criteria.
4. I commit to seeking additional support from professors, classmates, and through independent study to make up for any missed classes.
5. I will communicate proactively with my professors to seek guidance on any missed coursework, assignments, or assessments due to my current attendance situation.
6. I understand that exceptions for medical or genuine reasons may be considered, and I am willing to provide necessary documentation and cooperate with the college administration.

I am genuinely remorseful for the current situation and am eager to rectify it with your guidance and support. I sincerely request your consideration of this undertaking and the granting of permission to appear in the examinations for the current semester.

Thank you for your understanding and consideration. I am grateful for the opportunities provided by the college and am committed to making the necessary changes to meet the college's expectations.

Sincerely,

**Signature of the student**

**Student Name:**

**College Roll Number:**

**Course:**

**Examination Roll Number**

**Note:**

- 1. Verification of admit card is compulsory.**
- 2. Students whose admit card is not verified shall not be allowed to sit in the exam.**
- 3. Follow the schedule strictly.**
- 4. In case student need to submit the undertaking then it should be submitted at the time of collection of admit card from the dealing window.**



**Prof. S.P. Aggarwal**  
**Principal**



**Prof. Madhu Kaushik**  
**Convener, ECA and IA Committee**