

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
नेक 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

May 07, 2024

NOTICE FOR ADMIT CARD DISTRIBUTION

- 1) For collection of admit card the students of **semester VI** needs to take clearance from **Library (May 10, 2024)**, **Accounts Department (Accounts window) (May 9, 2024)** as the following schedule (format for clearance attached in this notice):

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

For collection of admit card the students of **semester IV** needs to take clearance only from **Accounts Department (May 10, 2024)** as per the following schedule (format for clearance attached in this notice):

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

- 3) **Semester II, IV & VI** students having less than 30% attendance are barred from appearing in the end semester examination to be held in May-June 2024
- 4) As an exemption only for this time, **current semester II & IV** students having attendance above 30% but below 66.66% need to submit an undertaking at the dealing window at the time of collection of admit card as per the schedule attached.
- 5) Current semester VI students having more than 30% attendance can collect admit card from the dealing window as per schedule attached.

SCHEDULE FOR COLLECTION OF ADMIT CARD

Students appearing for Semester VI examination should get collect their admit card and get it verified as per the following schedule:

S.No	Course	Verification Date	Time slot	Window
1	B.A. (H) English	13/05/24	9 a.m.-9:50 am	Dealing window 1
2	B.A. (H) Hindi	13/05/24	10:00 am – 10:50 am	Dealing window 1
3	B.A. (P)	13/05/24	11:00 am - 12:50 p.m.	Dealing window 1
4	B.A. (H) Political Science	13/05/24	2:00 pm – 2:50 p.m.	Dealing window 1
5	B.Com.	13/05/24	9 am - 10:30 a.m.	Dealing window 2
6	B.Com (H)	13/05/24	10:40 a.m.-12:50 a.m.	Dealing window 2
7	BMS	13/05/24	2:00 p.m.- 2:50 pm	Dealing window 2
8	B.A. (H) Economics	13/05/24	3:00 p.m. – 3:50 p.m.	Dealing window 2
9	B.A. (H) Philosophy	13/05/24	9 am - 9:50 a.m.	Dealing window 3
10	B.A. (H) Applied Psychology	13/05/24	10:00 a.m. – 10:50 a.m.	Dealing window 3
11	B.Sc. (H) Computer Science	13/05/24	11:00 a.m. – 11:50 a.m.	Dealing window 3
12	B.Sc. (H) Mathematics	13/05/24	12 noon – 12:50 p.m.	Dealing window 3
13	B.Sc. (H) Statistics	13/05/24	3:00 p.m. – 3:50 p.m.	Dealing window 3
14	B.Sc. (H) Environmental Sciences	13/05/24	2:00 p.m. - 2:50 p.m.	Dealing window 3
15	B.Voc. Software Development	13/05/24	3:00 pm – 3:50 pm	Dealing window 1
16	B.Voc. Banking and Insurance	13/05/24	4:00 pm – 4:50 pm	Dealing window 1

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

S.No.	Course	Verification Date	Time slot	Window
1	B.A. (H) English	14/05/24	9 a.m.-9:50 am	Dealing window 1
2	B.A. (H) Hindi	14/05/24	10:00 am – 10:50 am	Dealing window 1
3	B.A. (P)	14/05/24	11:00 am - 12:50 p.m.	Dealing window 1
4	B.A. (H) Political Science	14/05/24	2:00 pm – 2:50 p.m.	Dealing window 1
5	B.Com.	14/05/24	9 am - 10:30 a.m.	Dealing window 2
6	B.Com (H)	14/05/24	10:40 a.m.-12:50 a.m.	Dealing window 2
7	BMS	14/05/24	2:00 p.m.- 2:50 pm	Dealing window 2
8	B.A. (H) Economics	14/05/24	3:00 p.m. – 3:50 p.m.	Dealing window 2
9	B.A. (H) Philosophy	14/05/24	9 am - 9:50 a.m.	Dealing window 3
10	B.A. (H) Applied Psychology	14/05/24	10:00 a.m. – 10:50 a.m.	Dealing window 3
11	B.Sc. (H) Computer Science	14/05/24	11:00 a.m. – 11:50 a.m.	Dealing window 3
12	B.Sc. (H) Mathematics	14/05/24	12 noon – 12:50 p.m.	Dealing window 3
13	B.Sc. (H) Statistics	14/05/24	3:00 p.m. – 3:50 p.m.	Dealing window 3
14	B.Sc. (H) Environmental Sciences	14/05/24	2:00 p.m. - 2:50 p.m.	Dealing window 3
15	B.Voc. Software Development	14/05/24	3:00 pm – 3:50 pm	Dealing window 1
16	B.Voc. Banking and Insurance	14/05/24	4:00 pm – 4:50 pm	Dealing window 1

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

S.No.	Course	Verification Date	Time slot	Window
1	B.A. (H) English	15/05/24	9 a.m.-9:50 am	Dealing window 1
2	B.A. (H) Hindi	15/05/24	10:00 am – 10:50 am	Dealing window 1
3	B.A. (P)	15/05/24	11:00 am - 12:50 p.m.	Dealing window 1
4	B.A. (H) Political Science	15/05/24	2:00 pm – 2:50 p.m.	Dealing window 1
5	B.Com.	15/05/24	9 am - 10:30 a.m.	Dealing window 2
6	B.Com (H)	15/05/24	10:40 a.m.-12:50 a.m.	Dealing window 2
7	BMS	15/05/24	2:00 p.m.- 2:50 pm	Dealing window 2
8	B.A. (H) Economics	15/05/24	3:00 p.m. – 3:50 p.m.	Dealing window 2
9	B.A. (H) Philosophy	15/05/24	9 am - 9:50 a.m.	Dealing window 3
10	B.A. (H) Applied Psychology	15/05/24	10:00 a.m. – 10:50 a.m.	Dealing window 3
11	B.Sc. (H) Computer Science	15/05/24	11:00 a.m. – 11:50 a.m.	Dealing window 3
12	B.Sc. (H) Mathematics	15/05/24	12 noon – 12:50 p.m.	Dealing window 3
13	B.Sc. (H) Statistics	15/05/24	3:00 p.m. – 3:50 p.m.	Dealing window 3
14	B.Sc. (H) Environmental Sciences	15/05/24	2:00 p.m. - 2:50 p.m.	Dealing window 3
15	B.Voc. Software Development	15/05/24	3:00 pm – 3:50 pm	Dealing window 1
16	B.Voc. Banking and Insurance	15/05/24	4:00 pm – 4:50 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:

Course:

College Roll Number:

Examination Roll Number

FORMAT FOR CLEARANCE FORM

RAMANUJAN COLLEGE
UNIVERSITY OF DELHI

DATE: _____

TO
Principal
Ramanujan College,
University of Delhi,
Kalkaji, New Delhi-
110019

Respected Sir/Ma'am,

I will be appearing in end semester examination to be held in _____ for this I have to take clearance from the below mentioned departments:

Clearance slip for the year _____

Name _____

Father's Name _____

Course _____

Year _____

Class Roll No. _____

Exam Roll No. _____

Library	
I.T. Department	
Sports	
NCC	
Cashier	
Dealing Assistant	

Yours faithfully,

(Signature of the Student)

Kindly 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 for collection and verification of admit card strictly.**
4. **In case student need to submit the undertaking then it should be submitted at the time of collection of admit card.**
5. **Cases of medical and internship are being dealt by ECA and internal assessment committee, whatever decision the committee takes will be binding.**

K. Latha

Prof. K. Latha
Officiating Principal

प्रोफेसर-प्राचार्य (कार्यवाहक) / Professor-Principal (Officiating)
रामानुजन कॉलेज/Ramanujan College
दिल्ली विश्वविद्यालय/University of Delhi
कालकाजी, नई दिल्ली-110019/Kalkaji, New Delhi-110019

M. Kaushik

Prof. Madhu Kaushik
Convener, ECA and IA Committee