



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007
Website: www.srcc.edu

SRCC/AD-45/2024/

April 25, 2025

NOTICE SUBMISSION OF ATTENDANCE

Faculty Members teaching Semester IV and Semester VI of Academic Year 2024-25 are hereby intimated that Attendance Records, including backlog attendances and benefits if any, must be submitted by **Friday, May 02, 2025**.

This is highly important as Ordinance VII of the Delhi University Act 1922 **mandates** that:

"12. e. A College shall notify on the notice board the final attendance position of each of its students within five days of the dispersal of the classes in the last session of the academic year."

Accordingly, Attendance for consideration towards the Semester Exam shall be locked on the SmartProf Portal on **Sunday, May 04, 2025** after which no change can be made.

Faculty Advisors are advised to process the Benefits of the students of their respective student societies by April 30, 2025.


PRINCIPAL



Cc: Circulation to Faculty Members through:

- Email
- Staff Notice Board
- Website and SmartProf