



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007  
Website: [www.srcc.edu](http://www.srcc.edu)

November 13, 2025

## NOTICE

### Handing of Discrepancies of Attendance on SmartProf

Dear Students,

Please read this Notice carefully on matters related to discrepancies of Attendance on SmartProf.

There are two types of discrepancies with respect to attendance on SmartProf: *Technical* and *Non-Technical*.

#### A. Procedure for Technical Discrepancies only

Technical discrepancies are:

1. Course not being reflected on SmartProf or incorrect course reflected on SmartProf.
2. Attendance being reflected multiple times for a particular month for any particular course.
3. Attendance wrongly displayed i.e. attendance of tutorial reflecting in classes.

**Only in these three cases**, the following procedure is to be followed:

1. Login to the Webversion of SmartProf at: <https://online.srcc.edu/smartprof/>
2. Take a screenshot of the issue from the Attendance Menu.
3. Email the exact issue to Admin Office at [adminoffice@srcc.du.ac.in](mailto:adminoffice@srcc.du.ac.in) with a copy to [attendancemonitoring@srcc.du.ac.in](mailto:attendancemonitoring@srcc.du.ac.in) and [ttc.commerce@srcc.du.ac.in](mailto:ttc.commerce@srcc.du.ac.in) along with a screenshot of the webversion of the SmartProf of the technical discrepancy so claimed.

The last date for the same is November 20, 2025, 5:00PM. Submissions after the same may not be considered. In case:

> you do not keep [attendancemonitoring@srcc.du.ac.in](mailto:attendancemonitoring@srcc.du.ac.in) or;

> do not attach screenshots of the webversion of the SmartProf showing the technical discrepancy,

Then your technical discrepancy may not be resolved timely, for which you alone would be responsible.

Do not send your technical discrepancies on any personal email account or any other email account, where it may not be read. Do not send any other discrepancy other than the technical discrepancies with screenshot on the same.

#### B. Procedure for Non-Technical Discrepancies only

Discrepancies not related to Smartprof such as attendance yet to be marked by the teacher or benefits yet to be marked by the teacher must be discussed/communicated to the concerned faculty. These matters cannot be corrected at the level of SmartProf.

It is advised to always discuss Attendance discrepancies with the concerned faculty member first before reporting the issue.

Harish Kumar

Convenor

SmartProf Committee

Shri Ram College of Commerce