



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007

Website: www.srcc.edu

SRCC/AD-77/2026/

April 07, 2026

## NOTICE REGARDING ATTENDANCE-MEDICAL CASES AND BENEFITS

Students are hereby informed of the following:

- A. Regarding Medical Cases:** Students claiming medical cases under Ordinance VII of the Delhi University Act, 1922 must submit their application in the attached proforma (P1) to the Admin Office within **two working days** of joining back the College after hospitalisation/injury/long disease/illness.

The Application must be supported by self-attested photocopies (attestation in **blue ink** only) of all relevant documents in support of application (e.g. Medical and fitness certificates, Doctor's prescriptions, Lab reports, Medical bills etc.). Students may be called to produce original documents.


Applications received after two working days of joining the College may not be considered. **Student must not submit this application to individual teachers or elsewhere. Students are expected to inform their teachers in case of medical leave/emergency within reasonable timelimits.**

**IMPORTANT:** Students are hereby warned towards submission of fake, false or fabricated documents. In case, student is found to have submitted fake, false or fabricated documents, the case will be immediately referred to the Disciplinary Committee for appropriate consideration.

- B. Benefits:** Where applicable, students claiming benefits under Ordinance VII are mandated to submitted only in the proforma as approved by the Staff Council, SRCC (*performa P2 attached*)

  
PRINCIPAL

Circulation:

 To Student and Faculty through Smartprof, College Website and Notice Board.



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## NOTICE REGARDING STUDENT ATTENDANCE

In reiteration of the resolutions of the Staff Council, SRCC, it is notified that:

1. A student shall maintain a minimum of 75% attendance for availing the benefits of the following:
  - a. Internship
  - b. Placement
  - c. Hostel Accommodation
2. A minimum of 75% attendance shall be maintained by the students concerned for becoming the office bearers of various posts of Student's Union or any other society/cell etc., whether elected or nominated.
3. A minimum of two-thirds attendance is required for eligibility in Extra Curricular Awards/Medals (ECA Awards/Medals)
4. 75% Attendance would be compulsory for any student who wishes to apply for any merit scholarship or merit-cum-need based scholarship.
5. Students who wish to apply for a fee concession or the Need Based Scholarship needs to have a minimum of two- thirds Attendance.

It is also reiterated that students must adhere to the relevant provisions of the required conditions of attendance as per the Ordinance VII of the University of Delhi, enclosed herewith.

Students are advised to check their attendance on SmartProf and follow up with their respective teachers in case of discrepancy. Students failing to meet the mandatory attendance requirements as per Ordinance VII of Delhi University Act 1922, including students who have been given warning and have filled undertaking, for the Examinations in previous Semesters would invite appropriate action as prescribed in the Ordinance VII of Delhi University Act, 1922.

  
PRINCIPAL

Cc: Circulation through SRCC Notice Board, Website and SmartProf.

Encl: As above.



**SHRI RAM COLLEGE OF COMMERCE**  
**University of Delhi**

**P1: PROFORMA FOR APPLICATION TOWARDS CONSIDERATION OF MEDICAL CASES**

The Principal,  
Shri Ram College of Commerce  
University of Delhi

Date:

**Subject: Request for consideration of Medical Cases in Semester \_\_\_\_\_ of Academic Year 2025-26**

Respected Ma'am,

With reference to the subject, I request that my case be considered as a Medical Case towards exclusion for purposes of calculation of attendance of the Academic Year 2025-26:

1	2	3	4	5	6
S.No.	Name/ Type of Disease/Illness	Doctor's Name	Whether Hospitalised (Yes/No)	If 4 is yes, Name of Hospital where admitted	Number of days of hospitalisation
			Total Number of Days hospitalised		

*(add or delete rows/use separate sheet if necessary)*

In a separate sheet, list all the documents attached to this application in chronological order and at the end of that sheet, enter the total number of documents and pages attached to this application.

I confirm that I am possessing the original medical records, and am submitting the self-attested copies (attested in **blue ink only**) of all relevant documents in support of the application (e.g. Medical and fitness certificates, Doctor's prescriptions, Lab reports, Medical bills etc.)

I also declare that all information submitted by me is true. I also understand and hereby declare that in case it is found that I have submitted fake, false or fabricated information/documents, my case will be referred to the Disciplinary Committee for appropriate consideration. I alone shall be responsible for any action taken by the College in this regard.

Yours sincerely,

(Sign of the student)

Name:

Programme		University Exam Roll No.	
Year		College Roll No.	
Section		Mobile Number	

-----XX-----  
For Office Use ONLY

Date Received:

Application Number entered in Register:

-----XX-----  
Counter foil to be given as receipt to student.

APPLICATION NUMBER:

DATE:

Sign of Dealing Assistant

**P2: PROFORMA FOR CLAIMING BENEFITS**

SHRI RAM COLLEGE OF COMMERCE  
<SOCIETY NAME>  
Attendance Benefit Sheet for <Month, Year>

Dear Colleague,

It is requested that <Student's Name>, <Roll number> of <Course>, <Year>, <Semester>, <Section>, has participated in the events given below. So kindly grant her/him attendance benefits for the following classes:

S.No.	Date	Class (Period)	Details of Participation
1.			
2.			

Thanks and Regards,

**Verified By**

<Name>

**Society President**

<Name>

**Faculty Advisor**