



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007

Website: www.srcc.edu

Date: September 15, 2025

NOTICE

REGARDING RE-APPEARING/IMPROVEMENT IN INTERNAL ASSESSMENT/CONTINUOUS ASSESSMENT/PRACTICAL COMPONENT(S) OF COURSES IN ACADEMIC YEAR 2025-26

This is relevant for students intending to either re-appear or improve their Internal Assessment/Continuous Assessment/Practical marks of courses taught in their previous Odd Semesters, and are presently:

- Students enrolled in Semester III/V/VII of either B.A. (Hons.) Economics or B.Com. (Hons.) or;
- Students who have graduated in Academic Year 2024-25 or;
- Ex-Students under the UGCF

According to the extant University Notifications on the matter, the following categories of students intending to improve their grades by re-appearing must **Re-Register** by submitting the Google Form:

1. Students who **have a "F" Grade** in IA/CA/Practicals components of various courses and **are not satisfied** with the same.
2. Students who have **more than "F"** grade in IA component of various courses and **are not satisfied with the** same.

Re-Registration Link: [LINK](#)

Alternatively, <https://forms.gle/tM48FGqZ2Yqo2UDs6>

The last date for submitting this form is **11:59 PM, Friday, September 26, 2025**. Applications received after this date will not be accepted, no matter in which form they are received.

Students intending to improve their grades under this process are required to carefully read the University Notifications, Appendix and the FAQs on the matter of re-appearing/improvement of grades.

TTC (Commerce) and Academic Supervisory Committee

Attached: **Appendix and FAQs**

APPENDIX

1. The courses offered by the College (whether DSC/DSE/GE/SEC/VAC/AEC) have either of the following structures:
 - Lecture +Tutorials (L + T), or,
 - Lecture + Practical (L +P) or,
 - Lectures Only (*as in case of AEC-Hindi*)
 - Practicals Only (*as in case of most SECs and some VACs such as VAC-Digital Empowerment*)
2. Lectures for DSC/DSE/GE/SEC/VAC courses are assessed through Internal Assessment (IA) having the following components:
 - Attendance
 - Class Test
 - Assignment
3. Tutorials for DSC/DSE/GE courses have the following components:
 - Attendance
 - Continuous Assessment (CA)
4. Practicals for DSC/DSE/GE have the following components:
 - Continuous Assessment (CA)
 - End Term Practical/Written Exam
 - Viva-Voice
5. Practicals for SEC/VAC courses only have Continuous Assessment (CA).
6. “**Theory**” comprises the Final Semester Ending Examination and the Internal Assessment given in Point 2.
7. The University has permitted students to improve their grades in case of “F” grade in **IA/CA/Practical** as well as also improve the grades in **IA** in courses of their previous years vide Notification no. CNC-II/093/1(22)/2022-23/ dated 10.02.2023 ([Click here to read](#)). Subsequent Modifications were made to the procedure vide Resolution Number 7-34 taken in the 1275th Meeting of the Executive Council dated 23.05.2025 ([Click here to read](#))

Accordingly, the following emerges:

8. A student who has scored “F” Grade in the IA/CA/Practical component of course/courses and is **not satisfied** with the same, can re-appear in the same to improve their grades.
9. A student who has scored **more than F** grade in the IA component of course/courses and is **not satisfied with the same**, can also re-appear in the same to improve their grades.
10. A student who has scored “F” Grade in the IA component of course/courses and is **not satisfied** with the same can choose to re-appear in either all three components of IA mentioned in Point 2 or can choose to only re-appear to improve Class Test and Assignment, excluding the attendance component.
11. Accordingly for such students as per the above Point 10, there are following two modes:
 - a) **Mode 1: Attendance Mode**

If a student who has scored “F” Grade in the IA component of course/courses and is **not satisfied** with the same chooses to re-appear in all three components of IA namely, Attendance, Class Test and Assignment, then that student would have to necessarily attend classes. The classes will be either held alongside with the current timetables and in case, if they cannot be

accommodated with current timetables, then the student would have to necessarily take classes from 6 to 8 PM or on Saturday/Sunday.

The same point is applicable to students who have scored **more than F** grade in the IA component of course/courses and is **not satisfied with the same**, can also re-appear in the same to improve their grades

b) Mode 2: Self-Study Mode

If a student who has scored “F” Grade in the IA component of course/courses and is **not satisfied** with the same choose to exclude attendance as a component of IA, and re-appear in only the Class Test and Assignment, then such students would be assigned faculty members. The students who have to coordinate with the faculty members towards the Class Test and Assignment.

The same point is applicable to students who have scored **more than F** grade in the IA component of course/courses and is **not satisfied with the same**, can also re-appear in the same to improve their grades.

12. A student who has scored a “F” Grade in the CA component of Tutorial of course/courses and is **not satisfied with the same** has to necessarily attend the Tutorials and re-appear for Continuous Assessment and have to also re-appear for IA component (*with or without attendance*) and also give the final semester ending examination of that course.
13. A student who has an “ER” or “F” in the practical component of DSC or DSE or GE courses and is **not satisfied with the same** will have to necessarily attend the Practicals of the course and re-appear for the continuous assessment. In addition, they will also have to **re-appear** for the IA component of that course (*with or without attendance*) and also give the final semester ending examination of that course.
14. A student who has an “ER” or “F” in the practical component of SEC or VAC courses and is **not satisfied with the same** will have to necessarily attend the practicals of the SEC/VAC course and re-appear for the continuous assessment.

IMPORTANT: In all cases where the student has to attend (Point 11(a), 12, 13, 14), the classes/tutorials/practicals (*as the case may be*) will be either held alongside with the current timetables and in case, if they cannot be accommodated with current timetables, then the student would have to necessarily take classes/tutorials/practicals from 6 to 8 PM or on Saturday/Sunday.

The decision on how to hold these classes/tutorial/practicals will be taken by the Time Table Committees and the Academic Supervisory Committee in view of the data received.

15. Any student who is re-appearing for IA/CA/Practicals of a course has to **necessarily** also appear for the final semester ending examination for that course. The student has to ensure that they have submitted the course in the Examination Form of the University.
16. For student as per the above clauses intending to re-appearing or improvement, here is a three-step procedure:
 - a. Re-Registration including payment
 - b. Allocation of faculty/timetables
 - c. Mapping on SmartProf

Procedure:

Please read and follow each step carefully.

Step 1: Registration and Payment

The first step is **Re-Registration**.

For Re-Registration, you have to submit the necessary information in the Google Form in the Notice (<https://forms.gle/tM48FGqZ2Yqo2UDs6>). Please read the form very carefully.

Keep the following ready before opening the form:

- i. Marksheet(s) of the Semester(s) having the courses in which you intend to re-appear in.
- ii. Payment Receipts as below.

For each course you intend to re-appear, a payment of **Rs. 100/-** is to be made. The payment is to be made at the following Payment Link on the College Website.

<https://srcc.edu/student-payment#no-back-button>

Values to be inputted:

- In the dropdown for '**Process for**', choose the '**Others**' option.
- In the text box for '**Others**', write the following, "Fee for Reappearing for Roll No....."
For example, if your roll number is 23BC950, then you would input, "Fee for Reappearing for Roll No 23BC950"
Do not use special characters such as /,- etc.
- Input your **Name** in complete UPPER case only.
- In **Organisation Name**, input your programme code.
If you are a student of B.A. (Hons.) Economics, input **BAHE**
If you are a student of B.Com. (Hons.), input **BCH**

Sample Screenshots attached.

The screenshot shows a web browser window with the URL <https://srcc.edu/student-payment#no-back-button>. The page has a dark blue navigation bar with links: About, Academics, Departments & Faculty, GBO, Infrastructure & Facilities, Placement, Alumni, and Online Payments. The main content area is titled "Home / Student Payment" and contains a form with the following fields:

- Process for ***: A dropdown menu with "Others" selected.
- Others (single value with no special characters) ***: A text box containing "Fee for Reappearing for Roll No 23BC950".
- Name ***: A text box containing "HARISH KUMAR".
- Organization Name ***: A text box containing "BCH".
- Mobile No ***: A text box containing "88888888".
- Email Id ***: A text box containing "email@emailid.com".
- Amount ***: A text box containing "100".

Below the form, there is a checkbox with the text: "I hereby confirm that the information given above is true to my knowledge and i am solely responsible for the data provided". A blue "Submit" button is located below the checkbox. At the bottom of the page, there is a small note: "A student is paying fee for semester 2 only when s/he selects semester 1 or 2".

Please verify the details below and proceed to payment

Fees Summary			
Name	HARISH KUMAR	Course	NA
Father/Mother's name	NA	Semester	NA
College Roll No	NA	Section	NA
DOB	NA	Category	NA
Mobile No	88888888	Year of Passing	NA
Email	email@emailid.com	Process for	Others
		Others (please specify)	Fee for Reappearing for Roll No 23BC950
		Organization Name	BCH
		Fee Amount	Rs. 100/-

[Proceed to Payment](#)

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You will be then taken to the Payment Gateway. Make the Payment and save the receipt as a PDF. Typically, an email is also sent of the payment.

You will have to upload the Receipts as PDF in the Registration Form.

IMPORTANT: Make the payment carefully. Once you have made the payment, the amount will not be refunded later in any circumstances, even if you later wish to withdraw from re-appearing.

Once the form is submitted, you will receive the automated revert of your submission.

This process is to be completed by **11:59 PM, Friday, September 26, 2025**. Communications received after this date in this regard will not be accepted, no matter in which form they are received.

Step 2:

Based on the submissions received, you will be assigned as follows:

- i. If you have opted to improve your attendance marks as a component of IA or have chosen to re-appear in Tutorials/Practicals, you will be provided with the Timetables so that you can choose which Tutorials/Practicals/Classes of previous semesters you can attend along with current semester. You can pre-emptively explore the current timetables at: <https://www.srcccollegetimetable.in/> or at <https://srcc.edu/student-zone/time-table>.

If due to overlaps of the previous semester timetable with your current timetable, classes/tutorials/practicals cannot be scheduled, then you will be assigned to classes as per point 14.

- ii. If you do not wish to improve your attendance marks as a components of IA, then you will be assigned faculty members. You would have to coordinate with them on the same.

The decision of the TTC and the Academic Supervisory Committee regarding the allocation of faculty/timetables will be final and binding. A communication regarding the allocation will be sent to you as well as the faculty members.

Communication regarding Step 2 will be sent separately only to students who have re-registered. Necessary details and timelines will be given in the form itself.

Step 3: Mapping on SmartProf

You will be mapped to SmartProf with the faculty assigned. Such mapping will bear the words "Repeaters". Your attendance and IA/CA will be submitted here only.

Frequently Asked Questions (FAQs)

1. How do I know that I have got an ER in Internal Assessment/Continuous Assessment/ Practical?

Ans: Your marksheet will show a "F" Grade in the "GR(L)" or the "GR(T)" or the "GR(P)" in your marksheet.

2. What if I am satisfied with scoring a "F" in IA/CA/Practical Component for a particular course?

Ans: Then you do not need to re-appear.

3. What is re-registration? Is it mandatory?

Ans: Re-Registration means filling the Google form as provided in this Notice.

Yes, it is mandatory.

4. I got an "F" in Final Semester-end Examination of a particular course, and in my IA/CA, I have a grade more than F. I now intend to improve my marks in the Final Semester-end Examination. Is it mandatory for me to give the IA/CA of that course along with the Final Semester-end Examination

Ans: It is not mandatory to give the IA/CA/Practical Components if you intend to only improve the final semester-end examinations.

5. I have scored a "F" in IA/CA/Practical component for a particular course but have passed overall in that course. Is it mandatory for me to re-appear for IA/CA/Practicals?

Ans: It is not mandatory to re-appear for IA/CA/Practicals, **if you are satisfied with your results in a particular course.**

6. I want to re-appear for ER or improve my marks in the IA/CA/Practical component of a DSC/GE/DSE course which is offered in Semester IV. Can I re-appear for the same in Semester III?

Ans: As per extant University rules, you can re-appear for ER/Improvement in the immediately succeeding odd/even semester only i.e. Odd Semester (I/III/V/VII) in Odd Semester and Even Semester (II/IV/VI/VIII) in Even Semester only.

For example, if you have got a "F" in a course in Semester III and **you are not satisfied**, then you can re-appear for the same in Semester V.

7. I have a "F" in the **Continuous Assessment/Practical** in a course and I am not satisfied with the same. I wish to re-appear for continuous Assessment/Practical. Do I need to also re-appear for Internal Assessment?

Ans: **Absolutely Yes.**

8. Is it mandatory to give the final semester-end examination if we wish to re-appear for IA/CA/Practical?

Ans: **Absolutely Yes.** You have to submit the courses in which you are re-appearing for IA/CA/Practical in the Examination Form also.

9. Is it mandatory to attend classes for IA?

Ans: If you choose that you **do not wish** to improve your attendance marks, then you **do not need** to attend classes.

10. Is it mandatory to attend the tutorial/practical for CA component?

Ans: Yes.

11. What if I also need to improve my attendance marks as a component of IA for a particular course if I re-appear for it?
 Ans: If you also wish to improve your attendance marks as a component of IA/CA for a particular course, then you will have to necessarily attend classes. Either your classes/tutorials will be held alongside with the current timetables-if they cannot be accommodated, then you would have to necessarily take classes from 6 to 8 PM or on Saturday/Sunday.
12. What if I do not want to improve my attendance marks as a component of IA for a particular course if I re-appear for it?
 Ans: If you are re-appearing for IA components without wanting to improve attendance, then your previous attendance marks of IA will be carried forward.
13. I have **more than "F"** in my **Internal Assessment Component** for a particular course and I have **"more than F"** in overall for that course. I now wish to improve my marks in IA by re-appearing for the IA, and Final Semester End Examinations. Can I do so?
 Ans: Yes, if you have **More than F** in the Internal Assessment Component, you can re-appear for improvement in the same.
14. I have **more than "F"** in my **Tutorial/Practical Component** for a particular course and I have **"more than F"** in overall for that course. I now wish to improve my marks in CA/Practical by re-appearing for the IA, CA and Final Semester End Examinations. Can I do so?
 Ans: No. If you have **More than F** in the Tutorial/Practical Component, you cannot re-appear for improvement in the same.
15. In what cases, can I re-appear in the tutorial/practical component for a course?
 Ans: You can only re-appear for tutorial/practical courses for those courses in which you have **scored "F"** in the Tutorial/practical component. In such cases, you will have **attend** the course and appear in both theory and practical examinations, along with their CA and IA for Essential Repeat.
16. What if the course is no longer being offered by the College in which I have a "F" in the IA/CA/Practical and I am not satisfied with this grade?
 Ans: In this case, the College will make appropriate arrangements for the same, whether through cluster or within College.
17. I have an ER in the SEC-VAC course having only Practical Component such as SEC-Communication Professional Life or VAC-Digital Empowerment. What do I do?
 Ans: In such a case, you would have to first re-register, then you would have to be assigned a SEC Batch. You would have to attend the practicals of the course and submit the continuous assessment as given by the faculty.
 In case, the current timetable cannot be accommodated with the SEC-VAC timetables, then you will need to either take these practicals from 6 to 8 PM or on Saturdays or on Sundays.
18. I have a "F" only in the Practical Component of a course which has both Lecture and Practical Components (*let's say VAC-The Art of Being Happy or DSC-Business Mathematics*). I have more than F in the Lecture Component and now I wish to re-appear in the course to improve my grade in the Practical. Do I have to re-appear for the IA component too?
 Ans: Yes, you cannot simply re-appear for the Practical or Tutorial component only. You would have to attend the practicals, re-appear for the IA component of the course and also re-appear for the practical component.

19. What if I score less than my previous IA/CA/Practical Score?

Ans: The College will send the latest marks as submitted by the faculty, irrespective of whether they are less or more than the previous IA/CA/Practical marks.

In case of any discrepancy between the Notices or its Appendix or its FAQs and the University Notification, the latter shall prevail.
