



SHRI RAM COLLEGE OF COMMERCE

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

SRCC/AD-77/2026/

January 16, 2026

NOTICE REGARDING ATTENDANCE-MEDICAL CASES AND BENEFITS

Students are hereby informed of the following:

- C. **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.

- D. **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:

2. 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.

ORDINANCE VII

¹⁴⁰(11) [The following provisions shall be applicable to students admitted to the Four Year Undergraduate Programme:

- (a) A candidate for the Semester I/III/V/VII Examination shall not be deemed to have satisfied the required conditions of attendance unless s/he has attended, in all the subjects taken together, not less than two thirds of the lectures/practical/presentations/tutorials required to be attended provided that a student of the Semester I/III/V/VII who does not fulfill the required conditions of attendance, as above, but has attended, in all the subjects taken together, not less than 40 per cent of lectures/practical/ presentations/tutorials during the respective semester, may at the discretion of the Principal of the College concerned, appear for the ensuing semester Examination; but such a candidate shall be required to make up the deficiency at lectures and practicals, in the next semester of the same academic year.

Provided that a student of the II/IV/VI semester who does not fulfill the required conditions of attendance as above, but has attended in all the subjects taken together, not less than 40 per cent of the lecture/practical/presentation/ tutorials, held during the respective semester, may at the discretion of the Principal of the College concerned, be allowed to appear at the ensuing examination provided that s/he makes up the deficiency of the said attendance by combining the attendance of the previous semester in the ensuing semester.

Provided further that the Principal of the College concerned may permit a student to appear in an examination notwithstanding that the student has not fulfilled the attendance requirement, if in the opinion of the Principal, such student shall make up the deficiency in the succeeding academic year.

Provided further that a student of the IV/VI/VIII semester who seeks to exit with a Diploma/Bachelor's degree/ Bachelor's with Honours/B.Tech degree shall be allowed to appear at the IV/VI/VIII Semester Examination, as the case may be, if by combining the attendance of the two/three/four academic years as the case may be, the candidate has put in two-thirds of attendance, in all the subjects taken together, held during the respective years.

- (b) *In the case of a student who*
- 1. is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties; or*
 - 2. is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Principal/Head of the Department concerned; or*

¹⁴⁰ The above Clause 2 (11) was inserted & amended vide E.C. dated 09.05.2013 & 07.06.2013 and was further Omitted vide E.C. dated 28.06.2014, which states following:

"Replace, with effect from the undergraduate admissions commencing in 2014-15, the syllabi/scheme of examination under the Four Year Undergraduate Programme with the syllabi/scheme of examination of the semester based undergraduate courses that had been in existence in 2012-13. All other relevant Ordinances shall stand amended accordingly".

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3. *is selected to participate in sports as part of their Curricular Activities (CA); or*
4. *represents the college in Inter college tournaments organized by Delhi University, or a student selected for coaching camp of the University of Delhi team Camp organized by Delhi University Sports Council (DUSC), or a student who represents Delhi state in National tournaments organized by National Sports Federations, or a student who represents the University in tournaments organized by Association of Indian Universities, or a student who represents India in International Tournaments organized by International Federations/ Associations and FISU, (selection through AIU), or a student who represents India in Olympics/Commonwealth Games/Youth Games/ World Championships/ organized by International Olympic Committee, or in national or international fixtures in games and sports approved by the Competent Authority; or*
5. *is required to represent the University at the Inter-University Youth Festival; or*
6. *is required to participate in periodical training in the Territorial Army or a student who is deputed by the College to take part in Inter-College sports or fixtures, debated, seminars, symposia or social work projects or a student who is required to participate in curricular activities held in other Universities or such other activities held in other Universities or such other activities approved by the Principal/Head for this purpose.*

In calculating the total number of lectures etc. delivered in the College, or in the University, as the case may be, for his/her course of study in each academic year.

The number of lectures etc., in each subject delivered, during the period of absence and as approved by the Principal/Head for the above purpose, shall deemed to have been attended by the student.

- (c) The Principal of a college may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.
- (d) Colleges shall be required to notify the attendance position of each of its students for each month on the notice board and the website of the College, and clearly indicate the lectures/ practical/ *presentation*/ tutorials held subject wise and the numbers attended by each student.
- (e) A College shall notify on the notice board *and the website of the College*, 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. Not later

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than five days, thereafter, a student may, by an application to the Principal of the college, claim benefit of exclusion of lectures under sub-clause (c) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student is intending to appear.

- (f) The benefit of exclusion of lectures contemplated in para (c) above, shall in no case exceed $\frac{1}{3}$ of the total number of lectures/practicals/presentation/tutorials delivered.
- (g) In the case of a married woman student who is granted maternity leave, in the Calculating the total number of lectures delivered in the College or in the University, as the case may be, for her course of study in each semester, in number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account.
- (h) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Principal of his college in such tests, written and/or oral, as may be held by him in his discretion. The Principal of the College shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him student in the same class in which he has been studying, or not to send him up for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory. The Principal of a College/Head of the Institution shall have power to strike off the name of a student who is grossly irregular in attendance inspite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.]^{140***Omitted***}

¹⁴¹(12) Attendance Rules for the 3-year semester based undergraduate programmes:

- a) A candidate for the Semester I/III/V Examination shall not be deemed to have satisfied the required conditions of attendance unless s/he has attended, in all the subjects taken together, not less than two thirds of the lectures/practical/presentations/tutorials required to be attended. Provided that a student of the Semester I/III/V who does not fulfil the required conditions of attendance, as above, but has attended, in all the subjects taken together, not less than 40 per cent of lectures/practical/presentations during the respective semester, may at the discretion of the Principal of the College concerned, appear for the ensuing semester examination; but such a candidate shall be required to make up the deficiency at lectures and practicals, in the next semester of the same academic year.

¹⁴¹ Inserted vide E.C. dated 28.05.2015

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Provided that a student of the II/IV/VI semester who does not fulfill the required conditions of attendance as above, but has attended in all the subjects taken together, not less than 40 per cent of the lectures/practical/presentation/tutorials, held during the respective semester, may at the discretion of the Principal of the College concerned, be allowed to appear at the ensuing examination provided that she/he makes up the deficiency of the said attendance by combining the attendance of the previous semester in the ensuing semester.

Provided further that the Principal of the College concerned may permit a student to appear in an examination notwithstanding that the student has not fulfilled the attendance requirement, if in the opinion of the Principal, such student shall make up the deficiency in the succeeding academic year.

Provided further that a student of the VI semester shall be allowed to appear at the VI Semester Examination, if by combining the attendance of the three academic years, the candidate has put in two-thirds of attendance, in all the subjects taken together, held during the respective years.

- b) In the case of a student who :
1. is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defense work and allied duties; or
 2. is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Principal/ Head of the institution concerned; or
 3. is selected to participate in sports or other curricular activities; or
 4. represents the college in inter-college tournaments organized by the Delhi University Sports Council (DUSC); or a student who represents Delhi State in National Tournaments organized by Nation Sports Federation; or a student who represent the University in Tournaments organized by Association of Indian Universities; or a student who represents India in International Tournaments organized by International Federation/Associations and FISU, (selection through AIU); or a student who represents India in Olympics/Common Wealth Games/Youth Games/World Championship organized by International Olympic Committee; or in national or international fixtures in games and sports approved by the Competent Authority; or
 5. is required to represent the University at the Inter- University Youth Festival; or
 6. is required to participate in periodical training in the Territorial Army or a student who is deputed by the College to take part in Inter-College

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sports or fixtures, debates, seminars, symposia or social work projects or a student who is required curricular activities held in other Universities or such other activities approved by the Vice-Chancellor for this purpose.

In calculating the total number of lectures etc. delivered in the College, or in the University, as the case may be, for his/her course of study in each academic year, the number of lectures etc., in each subject delivered, during the period of absence, and as recommended/forwarded by the concerned teacher/DPE and approved by the Principal/Head for the above purposes shall deemed to have been attended by the student.

- c) The Principal of a College may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.
- d) Colleges shall be required to notify the attendance position of each of its students for each month on the notice board of the College, and clearly indicate the lectures/practical held subject wise and the numbers attended by each student.
- 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. Not later than five days, thereafter, a student may, by an application to the Principal of the college, claim benefit of exclusion of lectures under sub-clause (a) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student is intending to appear.
- f) The benefit of exclusion of lectures contemplated in category (c) above, shall in no case exceed $\frac{1}{3}$ of the total number of lectures/practicals/presentations/tutorials.
- g) In the case of a married woman student who is granted maternity leave, in calculating the total number of lectures delivered in the College or in the University, as the case may be, for her course of study in each semester, the number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account.
- h) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Principal of his college in such tests, written and/or oral,

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as may be held by him in his discretion. The Principal of the College shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying; or not to send him up for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory. The Principal of a College/Head of the Institution shall have power to strike off the name of a student who is grossly irregular in attendance inspite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

2. A. (i) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Principal of his College in such tests, written and/or oral, as may be held by him in his discretion. The Principal of the College shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him up for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory.

(ii) The Principal of a College shall have power to strike off the name of a student who is grossly irregular in attendance in spite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

Definition: The term 'Principal' in this Clause includes the 'Head of a teaching Department or Institution, or the Dean of a Faculty' according to the context.

3. Members of the University, who, before admission to the University, have passed the Intermediate Examination of an Indian University and who have been admitted with the approval of the Academic Council to the Second Year of the degree courses may be admitted to Part I Examination of the respective Degree Courses after a regular course of study for not less than one academic year.

Teacher Candidates

4. (1) The foregoing provisions of this Ordinance relating to pursuit of a regular course of study shall not apply to teachers in educational institutions falling under the following categories:

- (i) Persons who are members of the whole-time teaching staff of educational institutions, as hereinafter defined, and have served for a period of not less than nine months immediately before making their application for permission to appear at an examination of the University; or.
- (ii) Persons who have been regularly employed as teachers of educational institutions as hereinafter defined, for a period of at least two years during a period of five years immediately preceding the date of examination.

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

