



తిరుమల తిరుపతి దేవస్థానములు  
శ్రీ వేంకటేశ్వర కళాశాల  
శ్రీ వేంకటేశ్వర మహావిద్యాలయ  
**SRI VENKATESWARA COLLEGE**  
**(UNIVERSITY OF DELHI)**



Ref No. SVC/2025/ASC

Date: 03.02.2025

## **सूचना/ NOTICE**

All the students of semesters II, IV, and VI of the undergraduate courses for the academic year 2024-2025 are hereby informed that the attendance for the Core (DSC), DSE, GE, AEC, SEC, and VAC papers for the month of January shall be uploaded on the ERP portal **by 5<sup>th</sup> February 2025**. You are required to log in to your ERP portal and check your attendance for the month of January 2025. It may be noted that grievances regarding the number of lectures attended, if any, shall be brought to the notice of the concerned faculty between **5<sup>th</sup> - 10<sup>th</sup> February 2025**. No changes in attendance for January shall be allowed after that.

As per DU ordinance VII, all students must note that **66.6% attendance in theory, practical, and tutorial is compulsory to appear at the University of Delhi End-Semester Examinations in May/June 2025 and all the following exams**. Given this, all students must maintain **66.6% attendance in theory, practical, and tutorials throughout this semester and the following semesters in DSC, DSE, SEC, VAC, AEC, and GE courses**.

Further, students claiming relaxation under medical or ECA/Sports/NCC/NSS must note the following:

**1. NCC/NSS/ECA/Sports/Placement cell/other Co-curricular activities:**

- a. In case a student from NCC/NSS/ECA/Sports/Placement cell/co-curricular society is deputed by the Head of the institution to take part in Annual N.C.C. Camps, Civil Defence work, Inter-College sports competitions or fixtures, debates, seminars, symposia or social work projects or a student who is required to represent the College concerned in other extra-curricular activities held in other Universities/Colleges or such other activities approved by the Vice-Chancellor for this purpose, in calculating the total number of lectures etc. delivered in the College, for his/her course of study in each academic year, **the number of lectures etc., in each subject delivered, during the period of absence for that purpose shall not be taken into account. The benefit of exclusion of lectures contemplated in categories stated above along with medical leave, either separately or jointly, shall in no case exceed 1/3 of the total number of lectures delivered.**
- b. In view of the above, all students are directed to take prior permission from the principal before attending any event.





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3. There shall be a 5% weightage for regularity in attending lectures and tutorials in each semester, and the credit for regularity in each paper, based on attendance, shall be as follows, in case attendance carries 6 marks and similar proportion to be extended for papers with lesser/more weightage to attendance:

**Less than 67% - 0 mark**

**More than 67% but less than 70% - 1.2 mark**

**70% or more but less than 75% - 2.4 marks**

**75% or more but less than 80% - 3.6 marks**

**80% or more but less than 85% - 4.8 marks**

**85% and above - 6 marks**

In view of the above, the students are directed to comply with the rules stated above and check their attendance on a regular basis. Any discrepancy in attendance shall be brought to the attention of the concerned faculty between the 5<sup>th</sup>-10<sup>th</sup> of every month. The window for correction of attendance shall be closed on the ERP portal from the midnight of 10<sup>th</sup> of every month and no further changes shall be permitted in the attendance for that month.

*Sharda*

Prof. Sharda Pasricha  
**Convenor, Attendance Screening Committee**

*V. Venkateswara*  
**Principal**

**प्रधानाचार्य**  
**Principal**

श्री वेंकटेश्वर माहाविद्यालय  
Sri Venkateswara College  
दिल्ली विश्वविद्यालय / University of Delhi  
धौला कुआँ, नई दिल्ली / Dhola Kuan, New Delhi-21

**Copy forwarded for information and necessary action to Administration, TICs, ICT and Master file.**