



श्री वेंकटेश्वर महाविद्यालय  
दिल्ली विश्वविद्यालय  
**SRI VENKATESWARA COLLEGE**  
**UNIVERSITY OF DELHI**



**NOTIFICATION**

Date: 12.08.2024

All the students of first-, second- and third-year undergraduate courses of the college may note that, as per DU Ordinance VII and VIII regarding Students Attendance and Internal Assessment, 66.6% attendance is compulsory to appear at the University of Delhi End-Semester Examinations to be held in November-December 2024. In view of this, all students are directed to ensure that they maintain 66.6% attendance throughout this and the following semesters in DSC,DSE,SEC,VAC,AEC and GE courses. The students may further 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.
- c. All students are directed to download and fill **participation-cum-permission slip** from the college website. The same shall be countersigned and verified by the convenor NCC/NSS/ECA/Sports/Placement cell/co-curricular society. The



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signed slip shall be shown by the students to all faculty members involved in taking his/her theory/tutorial/practical classes, before 30<sup>th</sup> of every month in which the said event occurred, to earn benefits in the attendance component of IA.

- d. The student will finally submit this participation-cum-permission slip along with relevant proofs to the concerned convenor, a counter foil of the slip to the dealing assistant in the office and preserve a photocopy of the same for record purpose.
- e. The faculty shall note down the dates and days of participation in such activities on the last page of their attendance register. These details shall be uploaded on the ERP portal monthly along with the student attendance.
- f. Only students representing college/university in the forementioned categories shall be entitled to this benefit. No compensation shall be given for any individual participation.

**2. Medical cases**

- a. The Medical certificates shall be excluded while calculating credit towards marks to be awarded for regularity, though such certificates shall continue to be considered for the purpose of calculating eligibility to appear for examinations as per the existing provisions of Ordinance VII. 2.9.(a)(ii).
- b. **The student concerned shall submit the medical certificate and other relevant reports in the office of the principal not later than 10 days after rejoining the college.**
- c. These documents shall be forwarded by the Teacher-in-Charge of the department, to which the student belongs, before submission to the principal office.

3. There shall be 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:



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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 regular basis. Any discrepancy in attendance shall be brought to the attention of the concerned faculty between 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. Ravi*

Prof. V. Ravi

**Principal**

**प्रधानाचार्य**

**Principal**

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