



**Maharaja Agrasen College**  
**University of Delhi**  
Vasundhara Enclave, Delhi – 110096

May 30, 2025

**NOTICE**  
**Stamping of Admit Card**

All the First Year students who has filled Examination Form for appearing in May/June Examination 2025 are hereby required to follow steps for verifying and stamping admit cards, as under: -

1. Take Print out the Admit Card from Samarth Portal [slc.uod.ac.in](http://slc.uod.ac.in)
2. Take Print out the Monthly Attendance Sheet record on single sheet and Internal Assessment Record from Students' Portal in one sheet **(Screenshot not allowed)** Take proper print out after login on Student Portal on Computer. (After login > Student Work > Submit Confirmation of IA Marks). The Internal Assessment Sheet's Confirmation date must be June 02, 2025 or after.
3. Take the Library Clearance Slip or Take clearance on IA sheet/Attendance Sheet.
4. Students having 0% Attendance are not allowed to appear in Examination.
5. Students having Attendance less than 15%, have to submit an Affidavit with undertaking on Stamp paper of Rs. 100 and required to meet Convener, Attendance Committee along with Parents on Tuesday, June 03, 2025 and Wednesday, June 04, 2025 from 1 PM to 3 PM.
6. Students, who have Attendance more than 15% upto 33%, have to submit Undertaking along with Affidavit on stamp paper of Rs. 100 to the office.
7. Students, who have Attendance more than 33% upto 66.67% have to Submit Undertaking Only.
8. Students, who have Attendance more than 66.67%, have to submit documents mentioned in Serial no. 1, 2 and 3 above.

Further, students must contact Accounts Section for pending fees, if any. The date for above process is only on Monday, June 02, 2025 and Tuesday, June 03, 2025 from 10:00 AM to 04:00 PM in the Student Helpdesk Counters.

**Note:- Students are not allowed for Examination without submitting above documents and stamping in Admit Card.**

Sd/-

**Prof. Sanjeev Kr. Tiwari**  
**Principal**

**Enclosure:- Undertaking Format**

**Copy to:- Librarian**

**S.O.(Admn)**

**S.O.(Accts.)**

**Dealing Assistants**



### Undertaking w.r.t. Short Attendance - 2024-25

1. I \_\_\_\_\_ am aware that I am expected to attend 100% classes.
2. I am aware that as per University of Delhi Ordinance VII, my minimum attendance should be 2/3 of the total classes held and my attendance has fallen short by \_\_\_\_\_ %
3. I undertake to attend classes regularly during the next academic Year 2025-26 and will cover up for the short attendance of previous semester.
4. In case I fail to do so I will not claim any right to appear in the end semester examination and the college can debar me from appearing in the examination (December 2025).
5. I undertake not to hold the college responsible if the University / Competent Authority decides to withhold my degree/result due to my short attendance.
6. I undertake to indemnify the college from giving me any further notices/letters as I shall monitor my attendance on my own and will keep my parents/guardian informed in the matter.
7. I also undertake to submit fine/penalty if any imposed upon me for my short attendance.
8. I shall hereby undertake to forgo my privileges to be a student representative from all bodies.
9. I undertake to inform my parents about my irregularity / short of attendance and will ensure that my parents/guardian will meet the concerned authorities Attendance Committee / TIC as and when called for interaction.

Name and Signature of Applicant : \_\_\_\_\_

Email Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Course and Year : \_\_\_\_\_

Roll No. : \_\_\_\_\_

Name of Parents/Guardian & Signature : \_\_\_\_\_

Contact No : \_\_\_\_\_

Email Address : \_\_\_\_\_