

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
- 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 <u>not</u> 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.

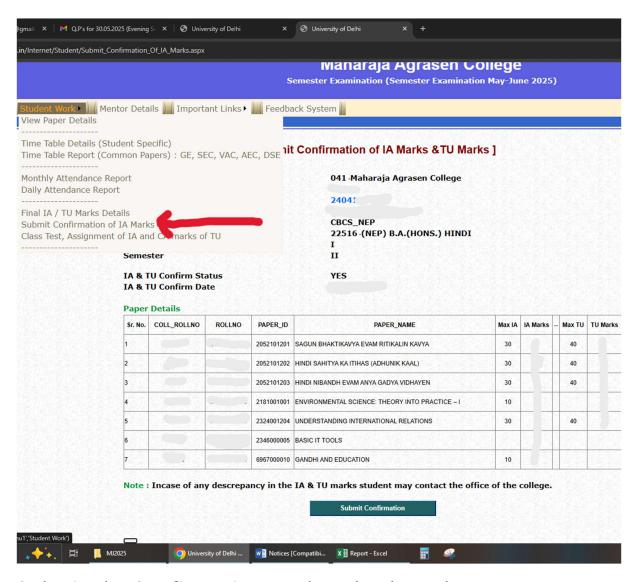
Further, students must contact Accounts Section for pending fees, if any. The date for above process is only on Monday, June 02, 2025 and Tuesday, June 03, 2025 from 10:00 AM to 04:00 PM in the Student Helpdesk Counters.

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



Submit the Confirmation so that the date changes

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 o should be 2/3 of the total classes held and	f Delhi Ordinance VII, my minimum attendance I my attendance has fallen short by%
3. I undertake to attend classes regularly cover up for the short	during the next academic Year 2025-26 and wil attendance of previous semester
	any right to appear in the end semester examination appearing in the examination (December 2025)
5. I undertake not to hold the college re decides to withhold my degree/result due	sponsible if the University / Competent Authority to my short attendance.
	rom giving me any further notices/letters as I shall will keep my parents/guardian informed in the
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 bodies.	privileges to be a student representative from al
	out my irregularity / short of attendance and wil et the concerned authorities Attendance Committee
Name and Signature of Applicant	:
Email Address	:
Phone Number	<u>:</u>
Course and Year	:
Roll No.	:
Name of Parents/Guardian & Signature	:
Contact No	:
Email Address	: