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

November 20, 2026

NOTICE

Release of Admit Card

All the students who have filled Examination Form for appearing in December Examination 2026 are hereby required to follow steps for downloading admit cards, as under: -

1. 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 **November 25, 2026** or later.
2. Library Clearance Slip (for 2nd, 3rd and 4th Year only) .
3. Students having less than 10.00% Attendance are **not** allowed to appear in Examination.
4. Students having Attendance more than 10.00% upto 40.00%, have to submit an Affidavit with undertaking (enclosed) on Stamp paper of Rs. 100.
5. Students, who have Attendance more than 40.00% upto 66.67% have to Submit Undertaking Only (enclosed).
6. Students, who have Attendance more than 66.67%, have to submit documents mentioned in Serial no. 1 and 2 above.

Further, students must contact Accounts Section for pending fees, if any. The aforesaid process shall start from Wednesday, November 25, 2026 to Thursday, November 26, 2026 from 10:00 AM to 04:00 PM at the Student Helpdesk Counters.

Note:- Students are not allowed for Examination without submitting above documents. No Signature and Stamp required on Admit Card.

Sd/-

Prof. Sanjeev Kr. Tiwari

Principal

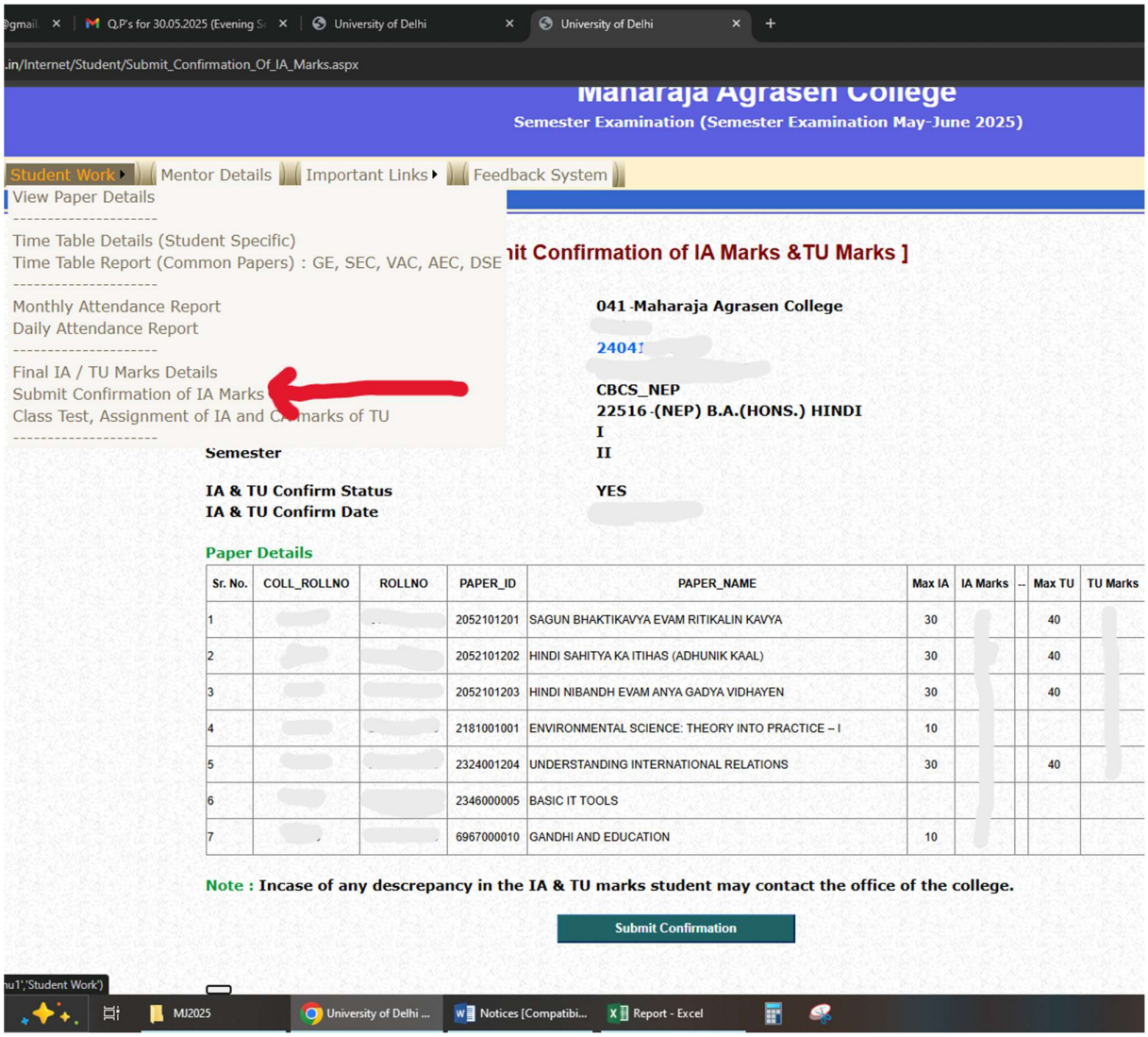
Enclosure:- Undertaking Format

Copy to:- Librarian

S.O.(Admn)

S.O.(Accts.)

Dealing Assistants



Submit the Confirmation so that the date changes

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Undertaking w.r.t. Short Attendance
(less than 66.67%)

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 semester (May-June 2027) and will cover up for the short attendance of semester November-December 2026 .
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 (May-June 2027).
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 :_____