



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

May 09, 2025

NOTICE
Stamping of Admit Card

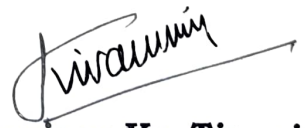
All the Second and Third Year students who has filled Examination Form for appearing in May/June Examination 2025 are hereby required to follow steps for verifying and stamping admit cards, as under: -

1. Take Print out the Admit Card from Samarth Portal slc.uod.ac.in
2. Take Print out the Monthly Attendance Sheet record and Internal Assessment Record from Students' Portal in one sheet. The Internal Assessment Sheet's Confirmation date must be May 10, 2025 or after.
3. Take the Library Clearance Slip or Take clearance on IA sheet.
4. Students having 0% Attendance are not allowed to appear in Forthcoming Examination May-June 2025
5. Students having 1% to 10% Attendance, have to submit an Affidavit with undertaking on Stamp paper of Rs. 100 and required to meet Principal along with Parents on Sunday May 11, 2025 from 1 PM to 3 PM.
6. Students, who have Attendance from 11% to 33%, have to submit Undertaking along with Affidavit on stamp paper of Rs. 100 to the office.
7. Students, who have Attendance 34% to 66%, have to Submit Undertaking Only.
8. Students, who have Attendance 66% and above, 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 Saturday, May 10, 2024 from 10:00 AM to 04:00 PM in the Student Helpdesk Counters.

Note:- Students are not allowed for Examination without stamping in Admit Card.




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 : _____