

# RULES AND ORDINANCES

## Attendance Requirement and Rules

1. It is essential for students to have a minimum of 66% attendance separately in Lectures and Practicals.
2. Regularity in the class/ class presentations/tutorials/practicals is part of the evaluation for Internal Assessment.
3. Attendance of students is compulsory in all activities of the Department including Seminars/ Conferences/ Talks etc. that are organized during the year.
4. Students with less than 66% attendance will not be facilitated by the College for hostel admission, scholarships, official positions, prizes, recommendations, internship and any other assistance solicited from the College.
5. Students are strictly advised against joining any other program of study/ internship/employment/activity during the academic session when classes are engaged.
6. Submission of projects and meeting deadlines for assignments etc. is compulsory. Students not submitting in time will be penalized in the evaluation.
7. Students are required to check the College website regularly for information and updates.

**College follows the attendance policy of at least two-third attendance in classes, as per the Rules of the University of Delhi. The College firmly believes in the classroom interaction and experience, and insists that regularity in class is necessary for students to derive value from a semester programme. The "discretion" of the Principal of the College, in cases of shortage of attendance cannot be invoked as a matter of right.**

## Medical Certificates

The Principal of the College may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.

**Medical certificates should be submitted within 3 days of joining back** with a covering application addressed to the Principal along with supporting documents (lab reports, X-ray etc) at the college dispatch window.

A copy of the medical documents submitted to the office has to be given to the teacher-in-charge for record.