

## Attendance Policy for Students For Theory Classes

**1. Minimum Attendance Requirement** All students must maintain a minimum attendance of 67% in every subject.

2. Attendance marks will be awarded based on the following University of Delhi criteria

### **3. Leave Policy**

**General Guidelines** Students can avail leave for up to 25% of the total classes held, which includes both medical and activity-related leaves.

#### **Medical Leave**

- A valid medical fitness certificate issued by a competent authority (Minimum a MBBS doctor) must be submitted within one week of rejoining the college.
- The original certificate must be submitted within the stipulated one-week period to the Office of the Vice Principal between Monday and Friday from 3–4 PM.
- The stamped certificate must then be shown to subject teachers.
- The certificate must be duly signed by all subject teachers and recorded in their attendance registers.
- Medical certificates submitted after the one-week deadline will not be accepted or considered valid.

#### **Activity Leave**

##### **Approval Process**

To avail of activity leave, students must obtain their society advisor's signature on the student activity card, clearly indicating the date of leave and time and the activity for which leave is sought.

Activity leave must be approved and recorded by the subject teachers within one week of the activity.

### **4. Restrictions**

**Leave of any type will not be recorded at the end of the semester or after the attendance data has been finalized and uploaded.**

### **5. Attendance Notifications**

**Updates** Attendance records will be updated regularly on the university college attendance portal, displaying the number of lectures conducted and attended by each student.

Students must check their attendance in different subjects regularly.

## Final Records

Final attendance will be displayed within one week of the last class.

## Discrepancies

Any discrepancies must be reported immediately IN WRITING to the Attendance committee convenor , Lady Irwin College.

**Complaints raised after the stipulated period will not be entertained.**

## 5. Mandatory Requirements

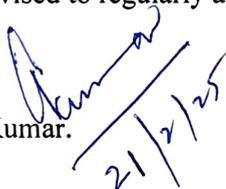
Any attendance-related matters will be handled by the Attendance Committee.

To qualify for semester examinations, students must meet the minimum attendance requirement of 67% as per rules of University of Delhi.

Students are advised to regularly attend classes to prevent any discrepancies later.

Director

Proff.Archna Kumar.

  
21/2/25

Convener Attendance Committee

Dr. Pooja Raizada

  
21/2/25