



## **Shyam Lal College (Evening)**

(University of Delhi)

Shahdara, Delhi - 110032

Phone : 2232 4883 Fax : 2232 4078

E-mail : [principal@shyamlale.du.ac.in](mailto:principal@shyamlale.du.ac.in) Website : [www.shyamlale.du.ac.in](http://www.shyamlale.du.ac.in)

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### **NOTICE**

All the students of various courses/semesters are required to attend their respective classes regularly, according to their Time Table.

This is to inform you that the ERP Software has been introduced in the College from January, 2026 and the students are required to maintain at least 66.67% (two-thirds) attendance in each subject to be eligible for exams, covering lectures, practicals, and tutorials etc.

Exemption from attendance for extracurricular activities will be granted as per norms only in extraordinary circumstances, and only when permitted by the Principal as per DU Ordinance VII. Such permission must be obtained well in advance with the recommendation of the TIC/Convenor of the concerned societies. (Copy attached)

Application for leave of absence due to sickness/hospitalization must be supported by a Medical and Fitness Certificate from a recognized Medical Practitioner, which should reach the Principal Office within a week of rejoining the College upon the expiry of leave. Medical and fitness Certificates received thereafter shall not be entertained.

In the case of a student who is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or in the case of a student who is enrolled in the National Service Scheme or a student who is selected to participate in sports or other activities organised by the Inter-University Board or in national or international fixtures in games and sports approved by the Vice-Chancellor.

Students with shortage of attendance shall not be allowed to appear in the forthcoming University Examinations May/June-2026.

Please note.

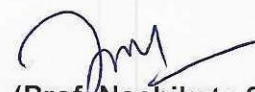
**(Prof. Nachiketa Singh)**

Principal  
प्रो० नचिकेता सिंह Prof. Nachiketa Singh  
प्राचार्य Principal  
श्यामलाल महाविद्यालय (सांध्य) Shyam Lal College (Evening)  
(दिल्ली विश्वविद्यालय) (University of Delhi)  
शाहदरा, दिल्ली-110032 Shahdara, Delhi-110032



## **Attendance Rules: University Ordinance VII**

1. Application for leave of absence due to sickness/hospitalization must be supported by a Medical and Fitness Certificate from a recognized Medical Practitioner, which should reach the Principal Office within a week of re-joining the College upon the expiry of leave. Medical and fitness Certificates received thereafter shall not be entertained.
2. In the case of a student who is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or in the case of a student who is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the institution concerned or a student who is selected to participate in sports or other activities organised by the Inter-University Board or in national or international fixtures in games and sports approved by the Vice-Chancellor or a student who is required to represent the University at the Inter- University Youth Festival, or a student who is required to participate in periodical training in the Territorial Army or a student who is deputed by the College to take part in Inter-College sports or fixtures, debates, seminars, symposia or a student who is required to represent the College concerned in debates and other extra-curricular activities held in other Universities or such other activities approved by the Vice-Chancellor for this purpose, in calculating the total number of lectures etc. delivered in the College, or in the University, as the case may be, for his course of study in each academic year, the number of lectures etc., in each subject delivered, during the period of absence for that purpose shall not be taken into account.
3. The Principal of a 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.
4. A College shall notify on the notice board the final attendance position of each of its students within three days of the dispersal of the classes in the last session of the academic year. Not later than five days, thereafter, a student may, by an application to the Principal of the college, claim benefit of exclusion of lectures under sub-clause (a) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student is intending to appear.
5. The benefit of exclusion of lectures contemplated in categories (1), (2) or (3) above, either separately or jointly, shall in no case exceed 1/3 of the total number of lectures delivered.
6. In the case of a married woman student who is granted maternity leave, in calculating the total number of lectures delivered in the College or in the University, as the case may be, for her course of study in each academic year, the number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account: Provided that Post-graduate Degree students under the Faculty of Medical Sciences who apply for maternity leave either in I year or in II year, may be allowed the maternity leave for a period not exceeding 3 months in an academic year but such students will be required to complete the duration of the course as regular students as required in the Ordinance and the students will be permitted to submit the thesis or to take the written examination, as the case may be, in January instead of August that year.
7. The Principal of a College shall have power to strike off the name of a student who is grossly irregular in attendance in spite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.



(Prof. Nachiketa Singh)

Principal

प्रो० नचिकेता सिंह Prof. Nachiketa Singh  
प्राचार्य Principal

श्यामलाल महाविद्यालय (साध्य) Shyam Lal College (Evening)  
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शाहदरा, दिल्ली-110032 Shahdara, Delhi-110032