



मैत्रेयी महाविद्यालय  
MAITREYI COLLEGE  
दिल्ली विश्वविद्यालय/ University of Delhi

बापूधाम परिसर, चाणक्यपुरी  
नई दिल्ली-110021  
Bapudham Complex, Chanakyapuri  
New Delhi-110021  
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Email: maitreyi1967@yahoo.co.in

Ref. No. MT - \_\_\_\_\_

Dated: 02.12.2024

**IMPORTANT NOTICE FOR SECOND, THIRD YEAR STUDENTS**

All the Second and Third year students are required to check their attendance from the attendance portal of the college (i.e <https://maitreyicollege.in/Internet/Index.aspx>) and collect their Admit Card duly verified by the college, for 3rd and 5<sup>th</sup> semester examination to be held in the month of December, 2024, as per the schedule given below:-

**Third Year**

S.No.	Course	Date of Distribution of Admit Card	Timings	Room No.
1.	All B.A.Hons). Course All B.Sc. (Hons.) Courses	04.12.2024	10:00 am to 12:30 pm & 2:00 pm to 4:00 pm	committee Room Window
2.	B.A. Prog., B.Com, B.Com Hons , B.Sc. Prog.	05.12.2024	10:00 am to 12:30 pm & 2:00 pm to 4:00 pm	committee Room Window

**Second Year**

S.No.	Course	Date of Distribution of Admit Card	Timings	Room No.
1.	All B.A. Hons. Course All B.Sc. (Hons.) Courses	06.12.2024	10:00 am to 12:30 pm & 2:00 pm to 4:00 pm	Committee Room Window
2.	B.A. Prog., B.Com, B.Com Hons , B.Sc. Prog. .	07.12.2024	10:00 am to 12:30 pm & 2:00 pm to 4:00 pm	Committee Room Window

**Second Year**

Kind attention: Students with Short of attendance should follow the following instructions:

Students who are not members of any cultural society:

- 0 % attendance- No admit card will be issued.
- 0.01-40%- No admit card will be issued (subject to the discretion of Principal/Committee members)
- 40.01-66.66% - Admit card would be issued **Only** if the student is accompanied by her parent (with Id proof) and submit an undertaking (subject to the discretion of Short of Attendance committee)

**Students who are members of any cultural society:**

- 0 % attendance- No admit card will be issued.
- 0.01-40% attendance- Admit card would be issued **Only** if the parent comes with their ID card along with the student and her undertaking (**subject to the discretion of committee members**)
- 40.01% -66.66% attendance- Admit cards would be issued with student undertaking (subject to verification of society membership /participation duly signed by the concerned Convenor and discretion of Short of attendance committee)

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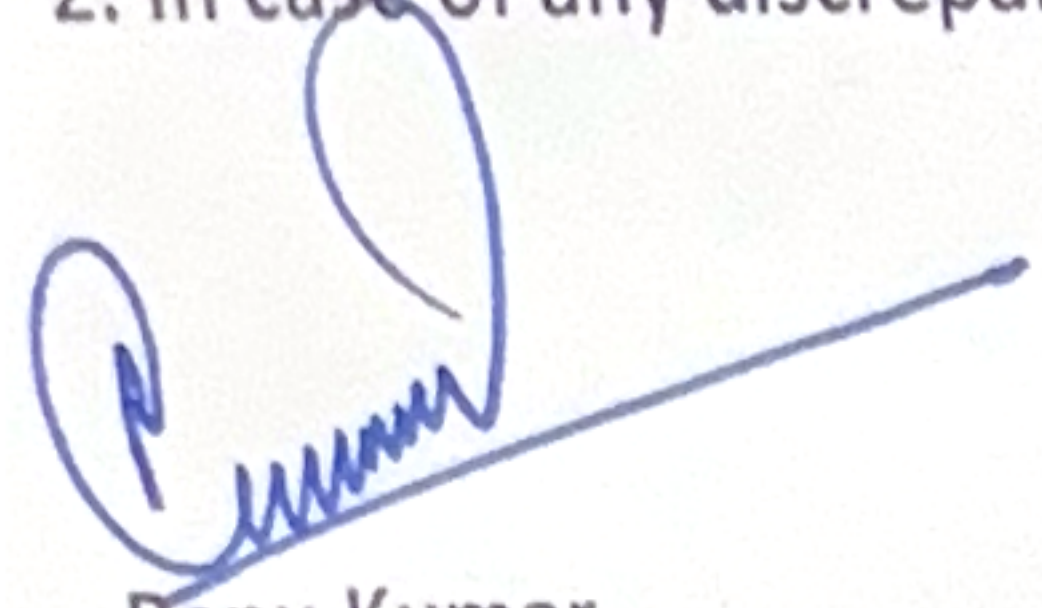
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\*Note:-

1. The Schedule is to be followed strictly.
2. In case of any discrepancy in admit card please contact Mr. Sandeep Verma, in the Admin. Office.



Ranu Kumar

Administrative Officer

Copy to : 1. Student Notice Board

2. Dealing Assistant

3. Dealing Assistant short of Attendance