दिल्ली कॉलेज ऑफ आर्ट्स् एण्ड कॉमर्स
# Delhi College of Arts & Commerce
(दिल्ली विश्वविद्यालय)
## (University of Delhi)

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संदर्भ सं./Ref. No.......................

DCAC/Admn./2025/ 640

दिनांक/Date.......................
**23.09.2025**

# NOTICE (Most Urgent)

**Subject:** **Submission of details of ER (Essential Repeat) papers from previous odd semester (Nov.–Dec. examination cycle).**

All the regular students of **all courses** who have **ER (Essential Repeat)** in any paper(s) from the previous **odd semester** (Nov.–Dec. cycle) are required to submit the details of their ER/Back papers in the **prescribed format** to their **respective Dealing Assistant (Administration) latest by 29.09.2025.**

This information is **mandatory** to (i) permit you to **attend classes** of the concerned ER paper(s) and (ii) enable your **registration for the forthcoming odd semester examinations (Nov.–Dec. 2025 cycle).**

**Failure to submit by 29.09.2025 may result in not being allowed to register for the Nov.–Dec. 2025 examinations.**

The prescribed format is available at your **respective dealing counter** in the Administration Office.

Students must ensure that all particulars (Paper Code, Title, Paper Type, Semester, Exam Session, etc.) are complete and correct. Incomplete/incorrect submissions may be treated as **non-submission.**

For any clarification, contact your **respective Dealing Assistant** in Administration.

**By Order**

(Prof. Rajiv Chopra)
**Principal**

Copy to:
- College Website/Notice Board
- Administration Office (Dealing Assistants)
- Network & System Administrator

# Delhi College of Arts and Commerce

## PRESCRIBED FORMAT (to be submitted to the Dealing Assistant)

**Note:** Fill in **BLOCK LETTERS**. Attach a photocopy of your last **Statement of Marks/Grade Card** showing ER.

### A. Student Details

1. **Name:** _____

2. **Programme/Course (e.g., B.A. (Hons.) / B.Com. (Hons.) / B.A. Prog.):**

   _____

3. **Current Semester/Year:** _____

4. **College Roll No.:** _____

5. **University Examination Roll No.:** _____

6. **Mobile:** _____    **Email:** _____

### B. ER (Back Paper) Details — Previous Odd Semester (Nov.–Dec. cycle)
*(Add rows as needed. All columns are mandatory.)*

| Sl. No. | Paper Code (UPC) | Paper Title | Paper Type (GE/SEC/ VAV/AEC/ DSC/DSE) | Semester (e.g., Sem-I/III/V) | Exam Session of ER (e.g., Nov–Dec 2023) | Name of the Faculty (Currently teaching the paper) |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |

**Total ER Papers Declared:** _____

**Signature of Student:** _____    **Date:**_____