RAM LAL ANAND COLLEGE
(UNIVERSITY OF DELHI)

NOTICE FOR SEMESTER-V (2024-2025) STUDENTS ONLY

Dear Students,

The college has introduced an Enterprise Resource Planning (ERP) system to streamline the management of various aspects, including Attendance, Timetable, Optional paper selection, Internal Assessment, and Society events. The app **SmartProf RLAC** is available on Play Store and Apple Store. You can also log in to the ERP portal through the **Student Login** on the college website https://www.rla.mobiquel.com/smartprof/. You are all required to choose optional papers as per the UGCF curriculum in the following categories: Discipline Specific Elective (DSE) (when more than one is offered by the department), Generic Elective (GE) and Skill Enhancement Course (SEC). These options will be available through the College Website. **You can start submitting responses from 06 July 2024 onwards. The last date to fill out your options is 11 July 2024.**

Please note the following:
- Each student will have to submit preferences for the DSE, GE and SEC papers as applicable to your program of study.
- Do read the syllabus of each paper offered before finalising your preference.
- While making choices for the papers, students are advised to go through the eligibility conditions of the optional papers or seek guidance from respective department teachers.
- **It is the full and complete responsibility of the student to ensure that they do not opt for any DSE, GE or SEC paper they have already studied in Semester-1/2/3/4.**
- For GE and SEC papers, students can fill in three preferences, and papers will be allocated based on these preferences on a first-come, first-serve basis. Students should carefully fill in their preferences in order of interest.
- For DSE papers, students can fill in their preferences (wherever applicable).
- The form will be submitted only ONCE. Any request to change the option filled will be subject to the availability of seats and the approval of the Principal.
- **Please note that if a student is allowed the change of paper, his/her previous attendance and any assessment/test will not be considered for the calculation of Internal Assessment (IA) and continuous assessment (CA). So please fill in your options carefully.**
- In case a paper appears in red while filling the option form, it means that either you have already studied that paper or you do not fulfil the prerequisite of the paper or the limit of number of students for that paper has reached.

Instructions for Discipline-Specific Elective (DSE) Paper for Honours Courses

- All students will have to opt for one DSE paper from the department's pool of DSE papers.
- If a department has offered only one DSE paper, the student will opt for it. Detailed syllabus of the DSE courses is available on the following link:
  https://rlacollege.edu.in/nep-ugcf-2022-23.php

Instructions for Discipline-Specific Elective (DSE) Paper for B.A.(P) and B.Com.(P)

- All students of B.A.(P) and B.Com.(P) will study the one DSE paper that is finalised by the department. You do not need to fill in any options for these.

Instructions for Generic Elective (GE) Paper for Honours courses

- All students will have to opt for one GE paper from the pool of GE paper offered by the college.
- Students should review each GE paper's eligibility criteria and syllabus before finalising their GE paper. Detailed syllabus of the GE papers is available on the following link: **https://rlacollege.edu.in/nep-ugcf-2022-23.php**
- Students **cannot** opt for the GE paper from the same discipline. **For example**, a B.Sc.(H) Mathematics student **cannot** opt for the GE paper offered by the Department of Mathematics.

Instructions for Generic Elective (GE) Paper for B.A.(P) and B.Com.(P)

- All B.A.(P) and B.Com.(P) students need to pick one GE paper from the pool of GE papers offered to them.
- Students should review each GE paper's eligibility criteria and syllabus before finalising it. Detailed syllabus of the GE papers is available on the following link:
  https://rlacollege.edu.in/nep-ugcf-2022-23.php
  https://drive.google.com/drive/folders/1ho4-1MAFdMQr2SiGmEeLJhCOmww8ObQw?usp=sharing
- Students **cannot** opt for the GE paper from the same discipline. **For example**:
  - A B.Com.(P) student **cannot** study the GE paper offered by the Department of Commerce.
  - A B.A.(P) (History + Political Science) student **cannot** study the GE paper offered by the Department of History and Political Science. The same is applicable for other combinations also.

Skill Enhancement Course (SEC)

- Students of all courses will opt for any one SEC paper from the pool of SEC papers offered by the college. The student is responsible for ensuring that he/she does not opt for any SEC paper studied in previous semesters i.e. Semester-1/2/3/4. Detailed syllabus of the SEC papers is available on the following link:
  https://rlacollege.edu.in/nep-ugcf-2022-23.php
- **In case a student would like to opt for an SEC in one of the colleges of the South Campus Cluster, please send an email to seemagupta.stat@rla.du.ac.in**

Internship, Apprenticeship or Community Outreach (IAC)

- A student can opt for IAC in place of SEC. If any student is interested in opting for the IAC option instead of the SEC option, they can email **seemagupta.stat@rla.du.ac.in.** The college will try to provide an internship/ apprenticeship/ community outreach program subject to availability. Meanwhile, these students need to fill their choices for SEC.
- The guidelines for IAC as per the university rules are: **https://rlacollege.edu.in/pdf19-20/Guidelines%20for%20Internship%20Apprenticeship%20and%20Community%20Outreach%20(IAC)%20under%20UGCF.pdf**

The last date to submit options online through the Student Login on the College Website is **11 July 2024,** failing which the student(s) cannot exercise his/her choice and shall be allotted paper(s) by the college. Please note that no choice will be entertained in any other form. The choice of subject has to be submitted **only** through this portal.

Note:
1. For allotment to high-demand courses, the college will adopt the policy of "first-come-first-serve". If a student fails to submit the online form by the notified date, she will be allotted a course at the discretion of the college.
2. The college reserves the right to change the allocation of seats per paper or cancel any paper without prior notice. The decision of the college in this regard will be final and binding.
3. **In case of any queries regarding ERP, write an email to erp@rla.du.ac.in with proper subject line, your name, course, college roll no and semester.**

Principal