

**The Principal**  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
**NEW DELHI-110 021**

**Subject :- Undertaking for attendance-regarding.**

Respected Madam,

With due respect, I wish to state that I am a bonafide student during the current academic session in your esteemed institution.

**I understand that 66.6% attendance is compulsory for the students to appear for the University of Delhi Semester Examinations to be held as per university schedule and that the Admission Ticket for the same shall be issued to me subject to fulfillment of my attendance as per the university norms. I hereby undertake to attend all the classes regularly, failing which my name may be struck off the College Rolls forthwith.**

I further **undertake to take part in all the Academic Activities of the College** viz. Internal Tests, Tutorials, Seminars etc.

Thanking you,

Yours obediently,

**SIGNATURE OF THE STUDENT WITH DATE** :: .....

**NAME OF THE STUDENT** :: .....

**COURSE OF STUDY** :: .....

**ACADEMIC YEAR** :: .....

**COLLEGE ROLL NUMBER** :: .....

**MOBILE NUMBER** :: .....

**E-MAIL ID** :: .....

**UNDERTAKING FROM THE PARENT (S)**

***I hereby give the undertaking that my ward will attend all the classes regularly. In case, he or she falls short of attendance in any Semester/Academic Year, I am aware that my ward will be removed from the rolls of the college without any further notice. We further undertake that we shall abide by all the relevant rules and regulations of the University of Delhi in the matter.***

**SIGNATURE OF THE PARENT/GUARDIAN** :: .....

**NAME OF THE PARENT/GUARDIAN** :: .....

**MOBILE NUMBER** :: .....

**E-MAIL ID** :: .....

**Note :-** The parent/guardian is requested to enclose a copy of self-attested **Valid Photo Identity** for reference and record. The same shall be signed in the presence of the official deputed with the office of the Section Officer (Administration).