

Dated::
New Delhi-110 021

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

SUBJECT:- SHORTAGE OF ATTENDANCE-UNDERTAKING TO MAKE UP THE DEFICIENCY ETC-REGARDING.

Respected Madam,

With due respect, I wish to state that I am a bonafide student during the current academic session in your college. I am falling **short of Attendance**.

I understand that the Admission Ticket for Delhi University Semester Examinations has been issued to me, on my request, as a one-time measure, subject to fulfillment of my Attendance as per the university norms. I hereby undertake to make up the deficiency in my attendance during the next Semester, failing which my name may be struck off the College Rolls forthwith.

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

Thanking you,

Yours obediently,

SIGNATURE OF THE STUDENT ::

NAME OF THE STUDENT ::

COURSE OF STUDY ::

SEMESTER ::

ACADEMIC YEAR ::

COLLEGE ROLL NUMBER ::

MOBILE NUMBER ::

% Attendance in Core papers

UNDERTAKING FROM THE PARENTS

I hereby give the undertaking that my ward will attend all the classes regularly. In case, he or she falls short of attendance in the next Semester of the Next Class/Academic Year, I will withdraw the admission of my ward from the College.

SIGNATURE OF THE PARENT/GUARDIAN ::

NAME OF THE PARENT/GUARDIAN ::

MOBILE NUMBER ::

Note :- The parent/guardian is requested to enclose a copy of self-attested **Valid Photo Identity** for reference and record.