

Dated :: New Delhi-110 021

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

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

Respected Madam,

I am a student of **B.A.(Programme)/B.A.(Hons)/B.Com/B.Com(Hons)/B.Sc Life Sciences/B.Sc(Hons)** I Year/II Year bearing the College Roll Number-------I am falling **short of Attendance in Main/Concurrent/Subsidiary (Courses/ Subjects)** during the Academic Year -------

I hereby undertake to make up the deficiency in my attendance during the next Academic Year, 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 faithfully,                    |
| (SIGNATURE)<br>NAME OF THE STUDENT : |

## <u>UNDERTAKING FROM THE PARENTS</u>

I hereby give the undertaking that my ward will attend all the classes of Main, Concurrent and Subsidiary (Courses/Subjects) regularly. In case, he or she falls short of attendance in the First Term of the Next Class/Academic Year, I will withdraw the admission of my ward from the College.

| (SIGNATURE)        |   |
|--------------------|---|
| NAME OF THE PARENT | : |