



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,

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)

NAME OF THE STUDENT :-----

UNDERTAKING FROM THE PARENTS

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 :-----