

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 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** :: .....

**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.