

The Principal
Lakshmibai College
(University of Delhi)

Date _____

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 student of **B.A.(Programme)/B.A.(Hons)/B.Com/B.Com(Hons)/B.Sc (Hons) I/II/III/IV/V Semester (I Year/II Year/III Year) in your college.** I am falling short of Attendance. My Attendance Record, as per college office records, during the current academic year, is as follows:-

Academic Year	Semester Attendance	%age

I understand that the Admission Ticket for Delhi University Semester/Annual Examinations has been issued to me subject to fulfillment of my Attendance as per the university norms and 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	::
COLLEGE ROLL NO	::

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)

NAME OF THE PARENT :-----