



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 :-----