हंसराज महाविद्यालय

दिल्ली वि१वविद्यालय
महात्मा हंसराज मार्ग,
मलकागंज, दिल्ली - 110007
दूरभाष : 011-27667458, 27667747
ई-मेल : principal_hrc@yahoo.com
वेबसाइट : www.hansrajcollege.ac.in

HANS RAJ COLLEGE

UNIVERSITY OF DELHI
Mahatma Hansraj Marg
Malkaganj, Delhi – 110007
Tel.: 011-27667458, 27667747
E-mail: principal_hrc@yahoo.com
Website: www.hansrajcollege.ac.in

NAAC ACCREDITED 'A++' GRADE COLLEGE

Date: 16-11-2026

Attendance Notice

This is to inform all students with short attendance in the current semester that they must submit a short attendance undertaking, duly signed by their respective **Mentors / Teacher-in-Charge / Any Faculty Member of the Department**. Students who fail to submit the undertaking within the stipulated time may not be issued the admit card. All concerned students are advised to take this notice seriously and comply without delay.

Convenor
Attendance Committee

Principal
Prof. (Dr.) Rama

ATTENDANCE UNDERTAKING

To,
The Principal
Hansraj College

Date: ____ / ____ / _____

Subject: Undertaking regarding attendance

Respected Madam,

I _____ a student of **Course** _____ **Year** _____ **Semester** _____ **Roll No.** _____ hereby undertake that I will maintain the required attendance as per the rules of the University of Delhi.

I understand that my current attendance is below the required percentage [66.67], and I sincerely assure you that I will attend all upcoming classes regularly and make every effort to improve my attendance in the upcoming semester.

I take full responsibility for maintaining the minimum attendance criteria, and I will abide by all the rules and regulations of the University of Delhi.

Thanking you,

Yours sincerely,

Your Name _____
Roll No.: _____
Course/Year: _____
Contact No.: _____

_____
Mentor / Teacher-in-Charge / Any Faculty Member
of the Department