ATTENDANCE UNDERTAKING

Date: ____ / ____ / _____

To,
The Principal
Hansraj College

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