

# हंसराज कॉलेज

दिल्ली विश्वविद्यालय

महात्मा हंसराज मार्ग,

मलकागंज, दिल्ली - 110007

दूरभाष : 011-27667458, 27667747

ई-मेल : principal\_hrc@yahoo.com

वेबसाइट : www.hansrajcollege.ac.in



# HANSRAJ 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**

## Attendance Notice

**Date: 29-04-2026**

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** and recommended by the **Teacher in charge**. 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

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 \_\_\_\_\_

TIC \_\_\_\_\_