

UNDERTAKING BY STUDENT OF SECOND YEAR FOR NOT MEETING MINIMUM ATTENDANCE

**To
The Principal
Ramanujan College**

Request for Permission to Appear in Examinations and Undertaking for Meeting Minimum Attendance in the Next Semester

I,(name) _____ student of course _____ semester ____ with college roll number _____ and examination roll number _____. I/My ward am writing to bring to your attention the current state of my attendance, which unfortunately falls below the minimum requirement for the ongoing semester. I/My ward understand the significance of regular attendance in maintaining academic standard, and I/My ward take full responsibility for the lapse in my attendance.

I/My ward am aware of the potential consequences of not meeting the attendance criteria, including being barred from appearing in the current semester's examinations. I/My ward am genuinely committed to rectifying this situation and ensuring that I/My ward meet the attendance requirements in the upcoming semester.

In light of the above, I/My ward humbly request your understanding and seek permission to appear in the examinations for the current semester, despite my attendance falling below the stipulated percentage. I/My ward understand the seriousness of this request and assure you that I/My ward am prepared to take extra measures to cover missed classes and catch up on any academic material I/My ward may have missed.

To demonstrate my commitment to improving my attendance and academic performance, I hereby provide the following undertaking:

1. I/My ward understand the importance of regular attendance as per the college's policy and the potential consequences of not meeting the minimum attendance requirement.
2. I/My ward acknowledge that my current attendance percentage is below the required standard, and I/My ward take full responsibility for this lapse.
3. As I/my ward study in a government-funded college, I/my ward understand that missing classes means wastage of public resources; I/my ward understand that I/my ward have occupied a seat in a regular college, which means I/my ward have blocked a lot of resources; by not attending classes, the resources are not properly utilized by me/my ward, and it would have been judicious that I would have taken admission in the School of Open Learning (SOL) and some other student should have gotten my/my ward seat.

I undertake to attend all lectures, tutorials, practical sessions, and other academic activities diligently during the next semester to have at least an aggregate of 55 % attendance in third year i.e. semester III & IV combined.

I am genuinely remorseful for the current situation and am eager to rectify it by attending maximum classes which will not be less than an aggregate of 55% attendance in second year i.e. semester III & IV combined. I sincerely request your consideration of this undertaking and the granting of permission to appear in the examinations for the current semester.

The affidavit needs to be submitted by the parents in person with a valid ID proof.

Thank you for your understanding and consideration

Sincerely,

Signature of the student

Signature of the parent

Student Name:

Name of parent:

Course:

Relation with student:

College Roll Number:

Mobile Number of parent:

Semester:

Examination Roll Number:

Mobile Number of Student: