



**SRI VENKATESWARA COLLEGE**  
(University of Delhi)

Ref. No.: SVC/Admn./2023/

23<sup>rd</sup> February, 2023

**NOTIFICATION**

It is informed for all concerned that the attendance records are being updated of the students. Therefore, all the students of Semester I (First Year) are being allowed to appear in their Semester I (First Year) examination provisionally.

They are required to submit an undertaking on the prescribed form to the Dealing Assistants (College Office) of the course concerned at the time of verification of Admit Card.

No students shall be allowed to take examination till he/ she submit his/ her undertaking and get it signed their respective admit cards from the office of the Section Officer (Administration).

**Ag. Principal**

**Encls: Undertaking Format attached (Student & Parent).**

**Copy forwarded for information and necessary action to:** - Teachers-In-Charge of the respective departments, Administrative Officer, Section Officer (Administration & Accounts), Dealing Assistants/ Dealing Hands (Administration), All Concerned/ College Notice Board, Student Notice Board/ College Website / File.

Date: \_\_\_\_\_

New Delhi: 110 021

The Principal  
Sri Venkateswara College  
(University of Delhi)  
Benito Juarez Road  
Dhaura Kuan  
New Delhi – 110 021.

Subject: Undertaking for attendance - regarding.

Respected Madam,

With due respect, I wish to state that I am a bonafide student during the current academic session in your esteemed institution.

I understand that 66.6% attendance is compulsory for the students to appear for the University of Delhi Semester Examinations to be held as per university schedule and that the Admission Ticket for the same shall be issued to me subject to fulfillment of my attendance as per the university norms. I hereby undertake to attend all the classes regularly, failing which my name may be struck off the College Rolls forthwith.

I further undertake to take part in all the Academic Activities of the College viz. Internal Tests, Tutorials, Seminars etc.

Thanking you,

Yours obediently,

**SIGNATURE OF THE STUDENT WITH DATE**

\_\_\_\_\_

**NAME OF THE STUDENT**

\_\_\_\_\_

**COURSE OF STUDY**

\_\_\_\_\_

**ACADEMIC YEAR**

\_\_\_\_\_

**COLLEGE ROLL NUMBER**

\_\_\_\_\_

**MOBILE NUMBER**

\_\_\_\_\_

**E-MAIL ID**

\_\_\_\_\_

## **UNDERTAKING FROM THE PARENT(S)**

I hereby give the undertaking that my ward will attend all the classes regularly. In case, he or she falls short of attendance in any Semester/Academic Year, I am aware that my ward will be removed from the rolls of the college without any further notice. We further undertake that we shall abide by all the relevant rules and regulations of the University of Delhi in the matter.

**SIGNATURE OF THE PARENT/ GUARDIAN**

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**NAME OF THE PARENT/ GUARDIAN**

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**MOBILE NUMBER**

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**E-MAIL ID**

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Note :- The parent/ guardian is requested to enclose a copy of self-attested Valid Photo Identity for reference and record. The same shall be signed in the presence of the official deputed with the office of the Section Officer (Administration).