



Date: 30.08.2021

Dear Parent/ Guardian

**ADMISSION ATTENDANCE UNDERTAKING  
PG SEM I & SEM III  
M.A./M.Com/M.Sc.**

This is to bring to your notice that every student at the time of admission has to mandatorily fill the attendance undertaking form to be eligible for admission. Until the college receives a signed undertaking the admission of the student is considered to be provisional.

One undertaking has already been filled by you at the time of admission giving your acceptance for the attendance norms as mandated by the college. The undertaking is filled by the student for the entire academic year and not a particular semester. To make the teaching/ learning process more accessible during the unprecedented situation of COVID, SVKM's Mithibai College has provided access to MS TEAMS online platform at no extra cost to the students.

However, to successfully ensure a fruitful teaching/ learning process the students will have to attend 100% lectures online/offline. In this academic year College will follow government directives received time to time for teaching learning process. Mithibai College is following government's guidelines and all standard operating procedures. If the offline lectures are to be conducted, those will be after due diligence and will be as per the Government directives received from time to time.

We would like to assure you that the college will take utmost care to keep the safety of students a priority and ensure that social distancing norms are maintained on campus and in classrooms.

Kindly submit the filled undertaking to the class mentor on Thursday 02.09.2021 at 02.00 PM without which the student will be considered ineligible to write the examination.

  
**Convenor  
Attendance Committee**

  
**I/C Principal**