



Shri Vile Parle Kelavani Mandal's  
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &  
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**

(AUTONOMOUS)



**NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)**  
Granted under RUSA for Enhancing Quality & Excellence in select Autonomous Colleges  
Granted under FIST-DST & Star College Scheme of DBT, Government of India  
Best College (2016–17), University of Mumbai

Date : 15.09.2021

Dear Parent/ Guardian

**ADMISSION ATTENDANCE UNDERTAKING**  
**UG SEM I**  
**FY- B.A./B.SC/B.COM / B.COM (Hons)**  
**B.A. F/ B.B. I/B.F.M/BAMMC/B.M.S/B.SC(Biotechnology), B. SC (Computer**  
**Science)/Biochemistry(Hons)/B.SC Applied Statistics & Analytics/**  
**B.Sc. Psychology(Hons).**

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 Saturday 18.09.2021 at 02.00 PM without which the student will be considered ineligible to write the examination.

**Dr. Ulka Chodankar**  
**Convenor Attendance Committee**

**Dr. Krutika Desai**  
**IC Principal**

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

To,  
The Principal,  
SVKM's Mithibai College of Arts, Chaudhari Institute of Science &  
Anantiben Jivanlal College of Commerce and Economics (Autonomous)  
Vile Parle(W), Mumbai 400056

**Undertaking for the attendance**

Respected Sir,

I, \_\_\_\_\_ Parent/Guardian of \_\_\_\_\_, the student / learner of your college who is studying in Class \_\_\_\_\_ Div. \_\_\_\_\_ Roll No. \_\_\_\_\_ SAP No. \_\_\_\_\_ am aware of the attendance rules of Mithibai College (Autonomous). The college rules state that, Every learner is expected to attend 100% lectures, practical and tutorials conducted for every course in each semester. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, only if s/he fulfills the criteria of at least seventy-five (75%) attendance as an average of total number of lectures, practical & tutorials conducted for all the courses taken together in every semester. Further it is mandatory for every learner to have minimum 75% attendance for each course & average attendance in all the courses taken together has to be minimum 75% in the program. I am further given to understand that in case my ward does not have the required attendance as per the rules as stated above, he/she will not be granted the term of the said semester in the said academic year and the learner will not be permitted to appear for the Semester end examination.

I hereby assure and confirm that my ward will attend all online and offline lectures, practicals and tutorials on regular basis. In case my ward does not meet the requirement of attendance as per the above stated norms, the college can take appropriate action in accordance to its guidelines and can debar him/her from appearing in Semester end examination for which I shall have no objection to the same.

We hereby agree to abide by the college timings as per time table allotted which also includes online and offline lectures, practicals, tutorials and seminars conducted.

We are also given to understand by the College authorities that the attendance data of the previous month would be conveyed through the college notice board/students' portal/Email/SMS in the first week of the month. We will take note of the same.

Ragging is strictly prohibited. Students indulging in ragging will be punished as per 'The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May 1999'. Such student will also be expelled from the college and F.I.R. will be lodged with the police against them. Moreover, It will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging. The students found guilty of ragging earlier will not be admitted to this college.

My ward \_\_\_\_\_ and I agree with above mentioned rules and regulations and will comply with the same.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's signature

Name of Student : \_\_\_\_\_  
Class & Div : \_\_\_\_\_  
Roll No : \_\_\_\_\_  
SAP No. : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Email Id : \_\_\_\_\_

Name of Parent/Guardian : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
E mail ID : \_\_\_\_\_