

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

To,  
The Principal  
Mithibai College (Autonomous)  
Vile Parle (W)  
Mumbai- 400 056

**Subject: First Undertaking for Attendance**

**Respected Madam,**

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 fulfils 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 70% 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 have been informed by the college that the attendance of my ward for the period \_\_\_\_\_ to \_\_\_\_\_ is only \_\_\_\_\_%.

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 minimum attendance i.e. minimum 70% attendance for each course separately (lectures/practicals/tutorials) and overall average attendance of 75% of total lectures/practicals/tutorials conducted, the college can take action to debar him/her from appearing in Semester end examination to be held in \_\_\_\_\_ 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.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent/Guardian

Name of Student: \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

Class: \_\_\_\_\_ Div: \_\_\_\_\_ Address: \_\_\_\_\_

Roll No: \_\_\_\_\_ SAP No: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Microsoft Email Id: \_\_\_\_\_ Email Id: \_\_\_\_\_