

Date: _____

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

Subject: First Defaulter 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/We hereby agree to abide by the college timings as per time table allotted which also includes online and offline lectures, practical's, tutorials and seminars conducted.

I/We hereby assure and confirm that my ward will attend all **online and offline** lectures, practical's 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/practical's/tutorials) and overall average attendance of 75% of total lectures/practical's/tutorials conducted, the college can take action to debar him/her from appearing in End Semester examination to be held in _____ for which I shall have **no objection**.

Should my ward be debarred, we agree not to cause any disturbance or law-and-order issue within college premises. If we fail to abide the college may pursue appropriate legal action if this undertaking is violated.

Compulsory for Attendance Defaulters to fill: -

Medical Certificate submitted for the month of _____ for _____ (Reason). I understand that medical leave submitted at the end of the semester will not be accepted.

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: _____