

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 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: _____