

**Department of English
University of Delhi
Delhi**

Undertaking Letter for Short Attendance

I _____ of _____,
roll no _____, MA semester _____, was unable to attend required
number of MA classes due to _____
_____.

I, hereby, undertake to make up the 66.66% of total attendance in the next semester as per the provisions of **ORDINANCE VII.2** or else I will not be eligible to appear in the end of term examination. I also undertake that I will not ask for any further relaxation in the next semester.

I will be fully responsible for any further shortage of attendance and actions can be taken against me by the institution.

Signature of the student

Date: