



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

Place: \_\_\_\_\_

To

**The Principal**

Institute of Aeronautical Engineering  
Dundigal – 500 043, Hyderabad

Sub: Shortage of attendance – Undertaking to makeup the deficiency – Regarding.

Respected Sir,

I am a student of B.Tech / M.Tech / MBA \_\_\_\_\_ semester bearing the college registration number \_\_\_\_\_, branch \_\_\_\_\_, having attendance of \_\_\_\_\_. I am falling short of Attendance during academic year \_\_\_\_\_.

I hereby undertake to makeup the deficiency in my attendance by the end of this semester, failing which my name may be struck off from the college rolls forthwith.

I am aware of the fact that an attendance of **75 % and above** is required for writing the end semester examinations and promotion to the next semester. I further undertake to attend all my classes regularly and take part in all the academic activities of the college viz midterm tests, assignments, seminars etc.

Thanking You,

Yours faithfully,

(SIGNATURE)

NAME OF THE STUDENT: \_\_\_\_\_

**UNDERTAKING FROM THE PARENTS**

**I hereby give the undertaking that my ward will attend all the classes regularly. In case, he or she falls short of attendance in the current semester of the academic year, I will withdraw the admission of my ward from the college.**

(SIGNATURE)

NAME OF THE PARENT : \_\_\_\_\_

PHONE NUMBER : \_\_\_\_\_