



VARDHAMAN
COLLEGE OF ENGINEERING

**STUDENT DECLARATION AND UNDERTAKING FORM
FOR THE SHORTAGE OF ATTENDANCE**

Date: _____

Place: _____

From

Name: _____

Roll No. _____

B.Tech./MBA/M.Tech. ____ Year ____ Semester

Branch & Section: _____

To

The Principal
Vardhaman College of Engineering
Shamshabad – 501218, Hyderabad

Sub: Shortage of Attendance – Declaration and Undertaking– Regarding.

Respected Sir,

I am writing to declare and provide you with an undertaking regarding my shortage of attendance. My attendance in B.Tech./MBA/M.Tech. ____Year____Semester till the end of the semester is between 65% and 75% and was listed by the college academic council in condonation.

By signing this attendance shortage declaration and undertaking form, I acknowledge and accept responsibility for my attendance shortfall. I assure you of my sincere commitment to improving my attendance by attending classes regularly and fulfilling all academic requirements moving forward.

Thanking you,
Yours faithfully,

(SIGNATURE)

NAME OF THE STUDENT: _____

UNDERTAKING FROM THE PARENT

I hereby give the undertaking that my ward will attend all the classes regularly. In case he or she falls short of attendance, I will adhere to the consequences as per the academic regulations of VCE and may forfeit my ward's scholarship eligibility as per government norms.

(SIGNATURE)

NAME OF THE PARENT: _____

PHONE NUMBER : _____