

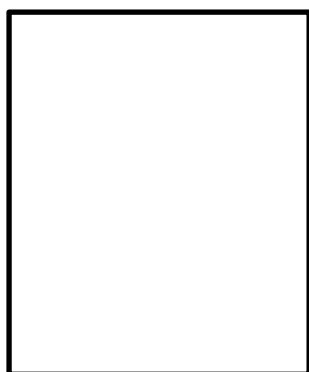
**Undertaking by Students for Class Attendance**

To  
The Principal,  
St. Edmund's College,  
Shillong.  
Through the Head, Department .....

**Subject: Undertaking for class attendance for session 2017-2018.**

I, ..... son/daughter of  
..... residence of .....  
student of BA/BCOM/BSC/BCA/BSW, honours in .....  
bearing examination roll no. .... would like to UNDERTAKE  
that I shall abide by the College norms of class attendance which is reproduced below.

1. Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities. The attendance can be condoned upto 20% out of 100% on medical grounds or for genuine reasons beyond the control of students on production of a medical certificate from a registered practitioner or a letter duly signed by the parents/guardians.
2. A further relaxation upto 5% for a student can be given by the Principal on the recommendation of the Head of Department provided that he/she has been absent with prior permission of the Head of Department for the reasons acceptable to him/her or on production of a leave letter.
3. No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance of 75% as notified by the North-Eastern Hill University.
4. The attendance shall be counted from the date the classes start.



*Photo of the student*

Signature of the student with date.....

Signature of parents with date .....

Mobile number of parents .....

Signature of Head, Department with date .....