



SHARDA
UNIVERSITY
AGRA

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STUDENT UNDERTAKING LETTER

Date:

From

To

The Controller of Examinations
Sharda University Agra
Agra (U.P.), India

Through

The Head of the Department & Dean

Subject: Undertaking for **Shortage of Attendance (< 75%)** – Request for Consideration.

Respected Sir/Madam,

I, _____, bearing Roll No. _____, a student of _____ in the Sharda School of _____, currently in the _____ semester, submit this undertaking regarding my shortage of attendance during the academic year 2024–25.

I regret to inform you that my attendance in the following course(s) falls below the required **75%**:

S.No	Course Code	Course Name	Attendance %

The shortfall in attendance was due to the following reason(s):

(Attach supporting documents, if applicable – medical certificates, official duty letters, etc.)

As per UGC guidelines and university rules, students must have at least **75% attendance** in each course to be eligible for the **End Semester Examinations**. I understand that falling short of this requirement may result in being debarred and may require re-registration for the course(s).

I kindly request the university to consider my case for condonation of attendance shortage, if permitted under the rules. I assure you that I will maintain the required attendance going forward and follow all academic guidelines. I also understand that providing false information or breaking this undertaking may lead to disciplinary action.

Yours sincerely,

I am fully aware that the university authorities may contact my parents. Their contact details are provided below.

Parent/Guardian Full Name: Contact No	Countersigned by Parent/Guardian
Forwarded to Class Coordinator Signature of Faculty Advisor/Mentor	Forwarded to Programme Director Class Coordinator
Forwarded to Dean. Programme Director	Recommended/Not Recommended DEAN