

**SVKM's Narsee Monjee of Commerce and Economics.**  
**(Autonomous)**  
**UNDERTAKING FOR ATTENDANCE**

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

To,  
The Principal,  
SVKM's Narsee Monjee College of Commerce & Economics  
(Autonomous).  
Vile Parle(W)  
Mumbai 400056

Respected Sir,

I, \_\_\_\_\_ Parent/Guardian of \_\_\_\_\_, the student / learner of your college who is studying in Class \_\_\_\_\_ Div. \_\_\_\_\_ Roll No. \_\_\_\_\_ SAP No. \_\_\_\_\_, am aware of the attendance rules of SVKM's Narsee Monjee College of Commerce and Economics (Autonomous). The college rules state that the learner should mandatorily have a minimum of 70% attendance for each subject / course with overall average attendance of 75%. I am further given to understand that in case my ward does not have the required attendance as per the rules as stated above, he/she will not be granted the term of the said semester in the said academic year and the learner will not be permitted to appear for the Semester end examination.

I hereby assure and confirm that my ward will attend all **Online and Offline** lectures, practicals and tutorials on regular basis. In case my ward does not meet the requirement of attendance as per the above stated norms, the college can take appropriate action in accordance to its guidelines and can debar him/her from appearing in Semester end examination, for which I shall have no objection to the same.

We hereby agree to abide by the college timings as per time-table allotted which also includes online and offline lectures, practicals tutorials and seminars conducted.

We are also given to understand by the College authorities that the attendance data of the previous month would be conveyed through the college notice board/students' portal/Email/SMS in the first week of the month. We will take note of the same.

My ward \_\_\_\_\_ and I agree with above mentioned rules and regulations and will comply with the same.

Signature of Student:

Signature of Parent / Guardian

Name of Student : \_\_\_\_\_ Name of Parent/Guardian : \_\_\_\_\_

Class : \_\_\_\_\_ Address : \_\_\_\_\_

Div. : \_\_\_\_\_

Roll No: \_\_\_\_\_

SAP No.: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Mobile No : \_\_\_\_\_

Email Id: \_\_\_\_\_ Email Id : \_\_\_\_\_

DECLARATION /UNDERTAKING FROM THE STUDENT

I, Mr. /Ms. ....

Mobile No. .... Email Adress ..... here by

declare that, information submitted in admission form is correct. i am confirming my admission for Course

.....

at college.....

.....

for academic year 2021-22. My Registration no. of Mumbai University digital portal is .....

I will not confirm my admission to any other college. I will submit my all original documents to college

I am aware that if information in my admission form found wrong or even i submitted my original

documents in another college my admission will treat as canceled.

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

Signature of Student

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

DECLARATION BY PARENT/ GUARDIAN

I, ..... (Mother / Father / Guardian)

hereby fully endorse the above undertaking/ declaration given by my child/ ward. And i will endeavor

to include my child/ ward to do his/ her best to observe the above stated undertaking in words and spirit.

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

Signature of Mother/Father/Guardian

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

**UNDERTAKING**

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

To,  
The Principal,

Mumbai - 400 056.

Subject : Request for change of details in the application form & Pending documents  
for the academic year 2020-2021.

Respected Sir / Madam,

I Undesigned Mr. / Ms. \_\_\_\_\_

have applied for \_\_\_\_\_ for the academic year 2020-2021.

My College application no. is \_\_\_\_\_. I request you to do the following changes in my application form.

1. Update my Mumbai University Application No. to \_\_\_\_\_
2. Changes in my father's / mother's / name to \_\_\_\_\_
3. Any other relevant changes \_\_\_\_\_

I also understand that I will submit my following original documents, in next 15 days time from \_\_\_\_\_ (date) failing which my admission stands cancelled.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

As per Mumbai University requirement, I am also aware that as an **Other than Maharashtra Board** student, I have to submit verification documents of my XII Marksheet and passing certificate from the respective Board.

I will abide and comply with any other documents requirements as directed by the College admission authority, in compliance with University of Mumbai rules and regulations mentioned in the admission circulars or communicated via email or verbal mode, failing which my admission stands cancelled.

Thankyou.

Student's Signature

Parent / Guardian's Signature  
Name :