



Date: _____

Place: _____

To

The Principal

INSTITUTE OF AERONAUTICAL ENGINEERING

Dundigal, Hyderabad – 500 043

Sub: Shortage of attendance – Undertaking to never repeat in further semesters for any of the courses registered – Regarding.

Respected Sir,

I am a student of four year B.Tech _____ semester bearing the college registration number _____, branch _____, having shortage of attendance in _____ courses during academic year _____.

I am aware of the fact that an attendance of **80% and above** is required in each course registered for writing the Semester End Examinations (SEE) and promotion to the next semester.

This is for the FIRST time I am seeking condonation of attendance. I will see that this never repeats in further semesters of my course. In case I fail to do so, I will withdraw the admission from the college.

I further undertake to attend all my classes regularly in the semesters to come and take part in all the academic activities of the college viz CIE tests, quiz, 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 semesters to come, I will withdraw the admission of my ward from the college.

(SIGNATURE)

NAME OF THE PARENT : _____

PHONE NUMBER : _____