To, Date:-

HOD

IT Department

VPKBIET Baramati

I undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_student of\_\_\_\_\_\_\_ with Roll No \_\_\_\_\_\_\_, having average attendance of \_\_\_(%) up to 1oth January 2020

I was absent because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am aware of the fact that as per SPPU university rules, an attendance of 75 % and above is required for grant of term.

I undertake to fulfil criteria of 75% and will complete all my practical’s and assignments. If I fail to do so I am liable for punishment according to rules and regulations of SPPU.

Thanking You,

Yours faithfully,