

# PRAGJYOTISH COLLEGE

SANTIPUR, GUWAHATI - 781009, ASSAM

## UNDERTAKING FOR CLASS ATTENDANCE

I hereby undertake to strictly abide by the following regulations:

- I shall attend all routine classes regularly as per my subject combination.
- If I am unable to attend any class due to pre-planned/scheduled engagements/participation in college events/ Participation and representing the college in University /District/ State/ National/ International events, I will submit a written leave application (on plain paper) to the Head of the Department (of my Major/Honours subject), well in advance before my leave period, along with supporting documents (as applicable).
- In case of sudden/emergency situations, I will arrange to send a soft copy of the leave application through E-Mail/Messenger (e.g. WhatsApp) to the Head of the Department (of my Major/Honours subject). After rejoining college, I will submit the hard copy of the concerned leave application, along with supporting documents (as applicable).

I further understand that:

- I will be entitled for **Earned Attendance** on genuine/justified grounds of absence, if I submit my leave application in the manner cited above.
- If my class attendance falls below **75%**, I will **NOT be allowed to fill up forms for the end-term examinations conducted by Gauhati University.**
- If I am found to submit leave application on false/misleading grounds, I will be liable for additional disciplinary action by the college authority.

Signature of the Student: \_\_\_\_\_

Name of the Student (in CAPITALS): \_\_\_\_\_

University Roll No / Roll No: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail ID: \_\_\_\_\_

Counter Signature [Parent/ Guardian/ Local Guardian]: \_\_\_\_\_

Phone No. [Parent/ Guardian/ Local Guardian]: \_\_\_\_\_