

DR. BHIM RAO AMBEDKAR COLLEGE
(University of Delhi)

Dated:

To
The Principal
Dr. Bhim Rao Ambedkar College
(University of Delhi)
Delhi.

Subject: Seeking permission to change AEC/ VAC/ SAC course offered in the College.

Respected Sir,

This is to bring into your kind notice that I, Mr./Ms....., student of Dr. Bhim Rao Ambedkar College (University of Delhi) under the course, Semester....., Roll No..... have wrongly selected my AEC/VAC/SEC course titled..... by mistake from a pool of courses by filling up official GOOGLE FORM.

Now, I have finally decided to studyas my AEC/VAC/SEC course in the semester-2 which I have opted from the pool of courses offered by the college other than the course I had studied in the semester-1.

Therefore, you are kindly requested to grant me permission to change my above mentioned course. I would convey my apologies for creating such inconvenience to the College Administration. I promise you that it will never happen again.

I, undertake and solemnly affirm and declare so as to bind myself that:

1. I shall not make any request for any further change after this.
2. I shall follow strict punctuality in attending my classes and completing all the assignments/projects as desirable in the said new course.

I, Mr./Ms..... have read the above statement of undertaking carefully and bind myself to abide by it.

(Signature of Student)

(Name & Signature of Current Teacher-in-Charge)

(Name & Signature of New Teacher-in-Charge)

(Signature of Dealing Person & Date)

(Signature of Nodal Officer)

OFFG. PRINCIPAL