

DEPARTMENT OF _____
JIRI COLLEGE, KADAMTALA
JIRIBAM, MANIPUR

UNDERTAKING

I, Dr./Mr./Mrs _____, Assistant Professor,
Department of _____, hereby submit this undertaking that I will perform and
discharge the duties and responsibilities of the Head of Department, during the leave period of
Dr./Mr./Mrs. _____, HOD, from _____
to _____.

I agree to carry out all academic, administrative, and coordination duties of the department as
required, to ensure smooth functioning of departmental activities during this period.

This undertaking is submitted for kind approval of the Principal.

Date: _____

Place: Jiri College, Jiribam.

Signature: _____

Name: _____

Designation: _____