



Ref: KIET/EN/Attendance-___/2016-17/

Date: / / 2017

To,

Low Attendance

Dear Parents,

It is a well known fact that the class attendance has a direct impact on academic Performance of the student. In spite of knowing this fact, your ward, student of **B. Tech (EN)** Year has not been reporting to the classes regularly. His absence from the classes is a matter of serious concern.

As per the ordinance of the AKTU, Lucknow, if attendance remains less than 75% during the semester, the student can't be permitted to appear in the end semester University examination. Attendance of your ward is% against the above stated requirement.

In view of the above, the college administration expect you to counsel your ward and advice him / her to attend the classes regularly. You may visit the Institute and meet the undersigned/Director to have feedback on the performance of your ward.

Name & Signature of Mentor

**Dr. Neeraj Kumar Gupta
HoD**