**SCHOOL OF ENGINEERING AND TECHNOLOGY**

**Sub:** SchoolDean’s Letter on Attendance Shortage - No.1/ SET/AU/2014-15

**Dear Parent:**

We sent you the **Welcome Letter** from *Student Mentoring Programme of the School* in the beginning of the new Session (2014-2015) with useful information on requirements of Attendance, Makeup of Deficiency in Attendance, Examination Pattern, Passing Criteria, and Policy of Promotion to the next Semester/ Year. Later in Oct 2014 the **2nd** **Mentoring Letter** was sent to you informing you about the attendance of your Ward and the Revised Promotion Policy for 1st, 2nd and 3rd year Students.

This is to bring to your notice that your Ward has not met the required Attendance Criteria of 75% in the Fall/Odd Semester 2014. **He/she has attained attendance of \_\_\_\_% during the current semester.** As you had already been intimated, meeting Attendance Criteria of 75% is a must for each and every Student who is pursuing his/her Studies in Regular mode as per Ruling of Hon’ble Supreme Court. However, please understand that even with any medical reason the attendance waiver is not possible below 75% of attendance.

You are once again advised to counsel your Ward and take corrective measures at your end as well. *Please note that in future semesters those Students falling below 75% attendance shall be debarred from appearing in End Term Examinations*.

Also please submit an undertaking on this letter below which has to be duly signed by the Student and attested by the Parent with his/her signature. **Please note that in case of non-submission of the signed Undertaking your Ward will not be allowed to sit in the classes in Spring 2015 Semester commencing w.e.f. Jan 12, 2014.**

In case any clarification is needed you can contact or meet the Mentor of your Ward, whose name and contact details were provided to you.

We look forward to your continued involvement in tracking and encouragement of your Ward’s progress. Thank you for your support and cooperation in this regard.

**Prof. Y.V. Satya Kumar, FIE Dec 10, 2014**

**Dean - S.E.T.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent & Student Undertaking**

1. We have read the above letter and understand all its points.
2. I (the Student) apologize that I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have had low attendance in the subjects mentioned.
3. I (the Student) undertake to respect the University Attendance Rules in future and understand will be debarred from future exams if I do not adhere.
4. I (the Parent) have received copy of the Ansal University attendance rules.

**Parent’s Sign & Name Date of Signature Student’s Signature**