**Vallal P.T.Lee CHENGALVARAYA NAICKER**

 **ARTS & SCIENCE COLLEGE**

 (Affiliated to University of Madras)

 No.5/1, General Collins Road, Choolai, Chennai- 600 112.

(Vepery CNT Campus)



Date: / /20

Department of

To

 (Parent /Guardian Name)

 (Address )

Students Name: Class:

Dear Parent/Guardian,

As you know, the attendance is an important factor in a student’s academic progress. As per Madras University norms, the attendance of the student must be minimum 75% in theory and 100% in practical. If the attendance criteria is not fulfilled by the student, his/her term may not be granted and he/she may not be allowed to appear in Online/Insem /Theory Examinations.

The attendance of your ward is given in the following report, which is below the required criteria. Please contact the class teacher about low attendance as soon as possible.

Attendance Report

|  |  |  |
| --- | --- | --- |
| Sr. No. | Subject Name | Attendance (%) |
| Theory | Practical |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Yours Faithfully,

Prof.

Prof. (Dr.)

Class Incharge HoD

(Mobile: )