



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,**  
**(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)**  
**CHITTOOR-517127, A.P.**

---

Dated: 2025-04-17

From  
HOD CSE,  
SITAMS COLLEGE

To  
Prabhavati  
67/5, Mahatma Gandhi Road, Rajahmundry, Andhra Pradesh – 533201

**SUBJECT: - ATTENDANCE REPORT - Aarav (Roll Number: 22751A0554)**

Dear Prabhavati,

We are writing to inform you of Aarav's current attendance status. As of 2025-04-17, Aarav has 20% attendance which is less than the acceptable criteria 75%.

Regular college attendance is crucial for your child's academic success. If their attendance remains low, we may need to discuss ways to improve it.

Thank you for your attention to this important matter.

Sincerely,  
HOD CSE  
SITAMS COLLEGE



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,**  
**(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)**  
**CHITTOOR-517127, A.P.**

---

Dated: 2025-04-17

From  
HOD CSE,  
SITAMS COLLEGE

To  
Kamalini  
34/2, Subhadrakali Street, Kakinada, Andhra Pradesh – 533006

**SUBJECT: - ATTENDANCE REPORT - Simran (Roll Number: 22751A0556)**

Dear Kamalini,

We are writing to inform you of Simran's current attendance status. As of 2025-04-17, Simran has 72% attendance which is less than the acceptable criteria 75%.

Regular college attendance is crucial for your child's academic success. If their attendance remains low, we may need to discuss ways to improve it.

Thank you for your attention to this important matter.

Sincerely,  
HOD CSE  
SITAMS COLLEGE



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,**  
**(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)**  
**CHITTOOR-517127, A.P.**

---

Dated: 2025-04-17

From  
HOD CSE,  
SITAMS COLLEGE

To  
Parvati  
48/15, Annapurna Complex, Tirupati, Andhra Pradesh – 517522

**SUBJECT: - ATTENDANCE REPORT - Pooja (Roll Number: 22751A0557)**

Dear Parvati,

We are writing to inform you of Pooja's current attendance status. As of 2025-04-17, Pooja has 68% attendance which is less than the acceptable criteria 75%.

Regular college attendance is crucial for your child's academic success. If their attendance remains low, we may need to discuss ways to improve it.

Thank you for your attention to this important matter.

Sincerely,  
HOD CSE  
SITAMS COLLEGE



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,**  
**(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)**  
**CHITTOOR-517127, A.P.**

---

Dated: 2025-04-17

From  
HOD CSE,  
SITAMS COLLEGE

To  
Badrinath  
5/8, Sadar Bazar, Anantapur, Andhra Pradesh – 515001

**SUBJECT: - ATTENDANCE REPORT - Payal (Roll Number: 22751A0558)**

Dear Badrinath,

We are writing to inform you of Payal's current attendance status. As of 2025-04-17, Payal has 55% attendance which is less than the acceptable criteria 75%.

Regular college attendance is crucial for your child's academic success. If their attendance remains low, we may need to discuss ways to improve it.

Thank you for your attention to this important matter.

Sincerely,  
HOD CSE  
SITAMS COLLEGE



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES,**  
**(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu)**  
**CHITTOOR-517127, A.P.**

---

Dated: 2025-04-17

From  
HOD CSE,  
SITAMS COLLEGE

To  
Indrajeet  
29/1, Chandan Street, Rajahmundry, Andhra Pradesh – 533103

**SUBJECT: - ATTENDANCE REPORT - Rahul (Roll Number: 22751A0559)**

Dear Indrajeet,

We are writing to inform you of Rahul's current attendance status. As of 2025-04-17, Rahul has 15% attendance which is less the acceptable criteria 75%.

Regular college attendance is crucial for your child's academic success. If their attendance remains low, we may need to discuss ways to improve it.

Thank you for your attention to this important matter.

Sincerely,  
HOD CSE  
SITAMS COLLEGE