



School of Electrical Engineering and Computer Science (SEECs)
NUST H-12, Islamabad.
Tel: 051-9085 [School Contact Number]
[File Number]
[Month], [Year]

To: Mr. (Father of Ehtesham riazat)
Address:
Telephone:

Subject: **Attendance – [] [Summer Semester] – [Year of Enrollment] ([Summer 2012])**

1.I would like to inform you that your ward [Ehtesham riazat] [2006-NUST-BICSE-036] student of Summer 2012 Summer Semester was absent for numerous periods in the subject/s shown below during the current semester which commenced on 18-06-2012:-

S/No	Subject	Attendance
1	Numerical Analysis	50.00%

2.The present attendance of your ward is falling short of the minimum requisite criteria of 75% under the provision of Para 44 (c) (viii), Chapter-VI of NUST Statues/ Regulations. You are, therefore, required to please ensure his/her regularity in all subjects, failing which institute authorities will be forced to take strict action and he/she will not be allowed to take the end semester examination in respective subject/s.

3.Please acknowledge the receipt.

Deputy Controller of Examinations([Name of Deputy Controller of Examinations])

