**MEERUT INSTITUTE OF ENGINEERING AND TECHNOLOGY**

NH-58, Bagpath Crossing, By Pass Road, Meerut-250005

Phone No.: 0121-2439019, 2439057, Fax: 2439058, Website: [www.miet.ac.in](http://www.miet.ac.in/)

Subject: Short Attendance

Name of student:

Class:

Dear Sir/Madam,

This is to inform you that as per UTTAR PRADESH TECHNICAL UNIVERSITY, LUCKNOW ordinance for B.Tech, a student should attend 100% classes in lectures, tutorials and practicals. In extreme circumstances 25% attendance may be condoned on medical ground or on other genuine reasons beyond the control of the students.

Your ward's attendance in this semester from ............... to ............... is 67%.

You are advised to guide your ward to attend the classes regularly. His/her attendance should not fall below 75% throughout semester.

Thanking you,

Class Counselor Signature