

FORMAT-C

Place:
Date

From

To

The HOD
Department of.....
Valliammai Engineering College
SRM Nagar, Katankulathur-603203.

Sir/Madam,

1. I, parent of
studying in semester of Department, am aware of the
attendance percentage and academic performance of my ward as on, which is
..... . As per the norms of the Anna University, Chennai it is known to me that a
minimum of 75% of attendance is mandatory for the completion of his semester, failing
which; my ward may not be eligible to appear for the University Exams as per the Anna
University rules and regulations.
2. I, son of
studying in semester of Department, am aware that my
attendance percentage and academic performance as on, which is
..... . As per the norms of the Anna University, Chennai it is known to me that a
minimum of 75% of attendance is mandatory for the completion of the semester, failing
which; I may not be eligible to appear for the University Exams as per the Anna
University rules and regulations.

Thanking you,

Yours faithfully,

Signature : Signature :

Name of the Parent : Name of the Student :