

NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119

No. Acad./Attendance/2017/725

Dated: 15.11.2017

MOST IMPORTANT & TIME BOUND

Subject Short fall in attendance in Odd Semester 2017-18.

Plz refer letter Ref. No. Acad./Attendance/2017/697 dated 08.11.17 regarding list of the students having below 75% attendance in this semester.

In view of the above, you are once again requested to arrange and to send the list of the students having **below 75% attendance** in theory as well as practical courses **latest by 5pm, 21st November,2017 (Tuesday)** both in soft and hard copy as per the attached format (copy attached) to the Academic Section for further necessary action.

The soft copy of the list in prescribed format may be sent at academic@nitkkr.ac.in email id.

This may please be treated as strictly **TIME BOUND**.

Wm
15.11.2017 -
Dean (Academic)

Heads/Co-ordinators of all teaching Departments/Schools

Copy to:-

1. Prof. I/c (Sports)/ Workshop Supdt.
2. Deputy Registrar(academic)
3. Prof. I/c (Academic) for Information
4. Prof. I/c (Examination) for Information
5. Sr. Secretary to the Registrar for Information to the Registrar
6. Sr. Secretary to the Director for kind information to the Director

Sanjay
Sanjay 15.11.17

ATTENDANCE SUMMARY REPORT

(All the Students of the respective course studying in the present semester)

[SEPARATE FOR EACH SEMESTER OF ALL PROGRAMME]

Department of _____ Electrical Engineering _____

Programme
(B.Tech/M.Tech/MBA/MCA) _____ B.Tech _____

Semester _____ 4th Sem _____ Theory/Practical /Project Courses _____ Theory _____

Course Code _____ ET-202 _____ Course Name _____ Signals and Systems _____

Sr. No.	Roll No.	Name of Student	Total Classes Held(L+T+P) [A]	Classes Attended (L+T+P) [B]	% of Attendance in two decimal digit $C = (B/A) * 100$
1*	1151013	ABC	40	24	60.00
2.	1151020	XYZ	40	20	50.00
3	1151025	PQR	35	25	71.42
4

* Example is given for Information

Signature of the Course Co-ordinator

Signature of the HOD/Co-ordinator

Plz send the attendance summary of all the courses in Excel document (.xlsx/.xls) only by email to academic@nitkkr.ac.in .

