

# D.A.V Institute of Engineering & Technology, Jalandhar

Ref. No.: DAVIET/

U.P.C.

Dated:

**Subject:** Attendance-cum-Performance Report - MST-I.

Dear Sir/Madam,

The attendance and MST-I record of your ward [Name of the student] **Roll No.** [Class Roll No] studying in [Course-Branch-Semester] **Semester** is as under:

Attendance Record from [Date] to [Date]								MST-1 (Maximum Marks for each subject are 30)				
Subject	Theory		Tutorial		Practical		Subject wise %age	Minimum Attendance requirement is 75%	Marks Obtained in each subject	Highest Marks secured in each subject	Passing Marks required for each subject is 40%	
	Lec. Del	Lec. Attd.	Lec. Del	Lec. Attd.	Lec. Del	Lec. Attd.						
[Subject 1]												
[Subject 2]												
[Subject 3]												
[Subject 4]												
[Subject 5]												
<b>TOTAL</b>										<b>STATUS:</b>		

**Remarks:**

- 1) [Related comments for Attendance@Annexure I]
- 2) [Related comments for MST@Annexure I]
- 3) [Related comments for Co-/Extra Curricular Activities@Annexure I]

**Special Observations [If Any]:**

**Note:** You are requested to make a remark on this note i.e. seen and send it back with feed back/comments to the Institute at the earliest for our record purpose. You may also post your feedback at [E-Mail address of class in-charge].

**Class In-charge**

**H.O.D.**

**Principal**

Remarks of Parents: \_\_\_\_\_

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Signature

## **Annexure – I**

### **1. Attendance Related Comments:**

**( I ) Below 75% -** The Attendance of your ward is falling short of the requirement. Hence ask & motivate your ward for better punctuality in future.

**(II) 75% to 85% -** Your ward is regular in the classes. Please advise & encourage him/her to be more regular to achieve better attendance record.

**(III) 86% to 95% -** Your ward is quite regular in the classes. He/She has a chance to be a part of the elite excellent attendance rating by making an extra effort.

**(IV) Above 95% -** The attendance record of your ward is excellent. Please encourage him/her to keep it up in future as well.

### **2. MST Related Comments:**

**(I) FAIL Status -** Your ward has not been able to clear [*MST-I/II/III*] which is a worrisome matter. Please ask & motivate your ward to make the studies his/her first priority.

**(II) Below 60% -** The result of your ward is not up to the mark. Please advise & encourage him/her to perform better in upcoming examination.

**(III)60 % to 70 % -** Your ward can perform better. Please advise him/her to work hard to get good position in the final examination.

**(IV)71 % to 80 % -** Your ward is performing well. He/She has a potential to perform better. Encourage him/her for the same.

**(V) Above 80 % -** The performance of your ward is excellent. Your consistent encouragement will ensure a university position to him/her.

### **3. Co-/Extra Curricular Activities Related Comments:**

**(I)** Your ward is not participating in Co-/Extra Curricular activities. Please encourage him/her to participate in these activities.

**(II)** Your ward's participation in Co-/Extra Curricular activities is praiseworthy. Encourage him/her to keep it up in future as well.