

From the Head's Desk

To,

Date : - 27/03 /2024

The Parent/s

**Subject :- Poor Attendance in the Institute**

**Name of the Student : AASEF KADIR SHAIKH**  
**Enrollment No. : 23511510631**  
**Branch : DIPLOMA IN MECHANICAL ENGINEERING**  
**Semester : 4**  
**Attendance Duration : 2024-01-01 To 2024-01-31**

Dear Parent/s,

As it is known to you that ours is an ambitious institute that aims at nothing less than excellence, we are willing and committed for achieving the essence of excellence. However, this cannot be achieved without equal commitment from the students end. It is expected from each of the student to follow the given instruction strictly and be present in whatever regular schedule is allotted to them in the given constrain.

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It is essential for both of us, us as a committed institute and you as a responsible parent/s, to take necessary steps to check out their regularity in the institute,

With regards,

Head,  
DEPARTMENT OF DIPLOMA IN MECHANICAL  
ENGINEERING