



**SCHOOL OF STUDIES IN COMPUTER SCIENCE & IT**  
**Pt. Ravishankar Shukla University, Raipur [CG]**

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Phone : 91-771-2262658  
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Ref. No. 611 /CSc/2016

Date : 14/10/2016

To,

**Subject :- Regarding short attendance of your ward.**

Dear Sir,

This is to inform that your son / daughter....., a student of ..... course, has not maintained the compulsory attendance requirement of 75% till 30<sup>th</sup> September 2016. He / She is required to complete the mandatory attendance requirements, failing which he/she may be debarred from appearing in the University examinations. You are also invited for Parents-Teacher's Meet on 25/10/2016 at 11:00 am.

*Sanjay Kumar*  
14-10-2016

(Dr. Sanjay Kumar)  
Head

**HEAD**  
SoS in Computer Science & IT  
Pt. Ravishankar Shukla University  
RAIPUR (C.G.)