



Progress Report

Date:

Dear Parent,

The Progress Report of your ward..... (Reg. No.....), studying in Semester of Department is given below. Kindly advise your ward to show better Progress next time.

Marks Scored in Periodical Test (I / II /III)

Subject Code	Subject Name	Marks(%)

Anna University Results

Total No. of Arrears

% Attendance as on

(Class Coordinator)

(HOD)

Note: (*) Parents are requested to meet the **Class Coordinator** and **HOD**, immediately on receiving this letter, if their ward has **less than 75%** of attendance.

()** As per the Anna University norms, the students **will not be permitted to appear for the University Examinations, if his/her attendance is less than 75% at the end of the semester.**

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Progress Report Acknowledgement (To be returned to the HOD)

Periodical Test (I / II /III)

Name of the Student:

Class:

Reg. No:

Date:

Parent's Remarks:

Parent's Signature