

MALOUT INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY, MALOUT

ATTENDANCE IMPROVEMENT FORM

(i) TO BE FILLED BY THE STUDENT

Important: Fill separate form for theory and practical course (in duplicate)

1. Name : _____
2. Institute Roll No. _____
3. Father's Name : _____
4. Univ. Roll No. _____
5. Branch & Batch: _____
6. Current Semester / Passout _____
7. If Passout, Fee Receipt No. & Date: _____

Details of the subject in which detained:

Sem. in which detained	Subject Code & Name	Th. / Pr.	Name of the teacher who detained	Session & year when Detained

This is to certify that the information given above is true.

Date _____

Signature of the Student _____

(II) TO BE FILLED BY INCHARGE

Following faculty members from Deptt. _____ are requested to do the needful as per detail given below and submit the report with the Regular course of current semester:

Sr. No	Name of faculty member	Semester	Subject Name & Code

Date _____

Signature of Deptt. Incharge/Head _____

(III) TO BE FILLED BY THE TEACHER

Important: Kindly submit the report with Regular course of current semester:

Sem.	Subject Name & Code	Name of the Teacher	Attendance		Sessional Marks (MSTs, Assignment and Attendance)		Signature
			% age	Detention Clear or not	Marks Obtained	Maximum Marks	

Date _____

Signature of Deptt. Incharge/Head _____

Note: 1. The passout students should be registered (deposit the requisite fee at the time of Registration with Regular students) to clear their detention for the respective subject(s).

2. The student must fill up University online Reappear Form Examination Dec-2010 for the detained subjects with requisite Examination fee.