## Weekly Report on attendance

**Reporting Week:** [Week Month, Year]  
**Submitted by:** Dean Academic II

**Program-Wise Attendance Summary**

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| S. No. | School Name | Name of Programme | Semester/s | No. of Students | Avg. Attendance (%) | Below 50% Attendance | Name of Class Coordinators | Letters sent (Y/N) |
| 1 | School of Engineering |  |  |  |  |  |  |  |
| 2 | School of Management |  |  |  |  |  |  |  |
| 3 | School of Agriculture |  |  |  |  |  |  |  |