LAMRIN TECH SKILLS UNIVERSITY PUNJAB

UNIVERSITY SCHOOL OF ENGINEERING & TECHNOLOGY

Ref No: LTSU/USET/DEAN/708(a) Date: 12/10/2026

ADVISORY FOR STUDENTS - REGULAR ATTENDANCE & ACADEMIC SERIOUSNESS

It has been observed that a few students are not attending their theory classes and practical sessions regularly and are found roaming in the campus during academic hours.

All students are hereby strictly advised to be serious towards their academics and ensure 100% attendance in all classes, practical's, workshops and academic activities as per the time-table.

It is reiterated that minimum 75% attendance is mandatory to be eligible for End Semester Examination. Students failing to meet the criteria will not be issued Admit Card.

Action by Mentors / Class In-charges:

1. Identify students who are irregular, roaming in campus, and having attendance below 75%.
2. Counsel such students immediately and maintain a record of the counselling.
3. Share weekly attendance and academic performance report with Parents / Guardians.
4. For students who are academically low performers (having less than 40% marks in MST / Internal Assessment or attendance less than 60%), the parents must be called for a personal meeting with the respective HoD / Dean.
5. Submit the list of habitual defaulters and low performers to the HoD and Dean by 14th Oct 2026.

HoDs are requested to call the parents of such students especially during PTA/PTM and ensure strict compliance and regular monitoring of classes.

This is for strict compliance.

Executive Dean

Copy to:

1. HoD - USET, USOC, USD – for information and needful
2. All Mentors / Class In-charges