**KULLIYYAH OF LANGUAGES AND MANAGEMENT**

**ATTENDANCE REPORT FORM**

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| --- | --- |
| Name : …………………………………………………….. | Passport No. : ……………………………………………. |
| Matric No. : …………………………………. | Contact No. : ……………………………………………. |
| Programme : ENCOM /ARCOM / MLCOM / TPHM | Email address : …………………………………………….. |
| Semester : 1 / 2 / 3 / 4 Year : 20 |   |

To students : Please state all KLM subjects taken in previous semester.

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| **NO.** | **COURSE CODE** | **COURSE TITLE** | **SECTION** | **LECTURER’S NAME** | **SIGNATURE** | **PERCENTAGE (%) OF ATTENDANCE** | **STAMP** |
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Dear students,

Please tick ( / ) if you have any the following in the previous semester.

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| **No.** | **MATTERS** | **TICK** |
| *1.* | *Failed subject (s)* |  |
| *2.* | *CGPA/GPA Dropped* |  |
| *3.* | *Being barred* |  |
| *4.* | *Attendance below 80%* |  |

You are requested to prepare a formal letter to Deputy Dean (Student Development) explaining the reason for the above matters.

**Dr. Nonglaksana Kama**

Deputy Dean *(Student Development & Community Engagement)*