

To
Coordinator
MBA Twinning Programme
St. Joseph's Institutions Bengaluru

Dear Sir

SUBJECT: ATTENDANCE GRIEVANCE/CLAIM FORM

This is to bring to your kind notice I _____ Register Number
pursuing MBA _____ Semester, specializing in _____
has following attendance for the ensuing semester (Month _____ Year _____)

Sl No	Subjects	No. of Classes Taken	No. of Classes Attended	Percentage enhanced by the concerned authority
1.				
2.				
3.				
4.				
5.				

Mention your grievance/Claim below and also attach the necessary documents along with the letter:

- 1.
- 2

Grievance/Claim Accepted or Rejected by the Coordinator