

FORMAT - 10: ATTENDANCE SHEET

(For 3 year B.Sc / B.Voc / B.A / B.Com Programme)

Name & Address of Organization

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Trg.:	
Date of Completion of Training:	

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Note:

- 1.** Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
- 2.** Student should sign /initial in the attendance column. Do not mark 'P'
- 3.** Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as 'A' in **Red Ink.**

Signature of Company internship supervisor

with company stamp/ seal

Name: _____ **Contact No:** _____