

**[February] Progress Report:**

**Roll No.:** \_\_\_\_\_

- (1) Full Name: \_\_\_\_\_
- (2) Your total working days in this month: \_\_\_\_\_
- (3) Leaves taken: \_\_\_\_\_
- (4) Total working days of the Company in this month: \_\_\_\_\_
- (5) Task completed in the month of [February 2022]:
  - a. Task 1:
  - b. Task 2: etc..
- (6) Planning for the month of [March 2022]:
  - a. ...
  - b. ... etc..

**Signature of the Guide  
(External)**

**Organization  
Seal**

**Date**