|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| QUALITY MANAGEMENT SYSTEM 1 | | | | | | | | | | | | | | | | | | | |
| **PROJECT STUDENT ATTENDANCE RECORD** | | | | | | | | | | | | | | | | | | | |
| Name : | | | | | | | | Admin No : | | | Module Code: | | | Year : | | | Semester : | | |
| Day | | Date | Tin | Sign | Tout | Sign | Rem | Date | Tin | Sign | Tout | Sign | Rem | Date | Tin | Sign | Tout | Sign | Rem |
| Mon | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tue | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wed | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Thu | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fri | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Week 1 | | | | | | | Week 6 | | | | | | Week 11 | | | | | |
| Mon | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tue | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wed | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Thu | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fri | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | Week 2 | | | | | | Week 7 | | | | | | Week 12 | | | | | |
| Mon | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tue | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wed | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Thu | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fri | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | Week 3 | | | | | | Week 8 | | | | | | Week 13 | | | | | |
| Mon | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tue | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wed | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Thu | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fri | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | Week 4 | | | | | | Week 9 | | | | | | Week 14 | | | | | |
| Mon | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tue | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wed | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Thu | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fri | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | Week 5 | | | | | | Week 10 | | | | | | Week 15 | | | | | |

Note: 1. The reason for absenteeism must be entered in **Rem**ark box (AL: approved leave, MC: medical leave, AW: absent without valid reason).

2. If daily attendance is signed by student, the supervisor will check the attendance weekly and sign in the shaded box with remark as appropriate. Alternately, staff/supervisor could mark the daily attendance of project student by signing the ‘Sign’ boxes.