**[Month] 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 [December 2022]:
   1. Task 1:
   2. Task 2: etc..
6. Planning for the month of [January 2023]:
   1. …
   2. … etc..

**Signature of the Guide Organization Date**

**(External) Seal**