

ATTENDANCE SHEET

Name & Address of Organization

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

Initials of the student

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Month and Year															

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.