**ATTENDANCE SHEET**

**Name & Address of Organization**

|  |  |  |
| --- | --- | --- |
| **Name of Student** |  | |
| **Roll. No** |  | |
| **Name of Course** |  | |
| **Date of Commencement of Internship/Training:** | |  |
| **Date of Completion of Internship/Training:** | |  |

Initials of the student

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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 |
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**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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*(Biometric sheet is also allowed with signature of authority)