**Monthly Report**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Schedule for Week dated from** |  | **to** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  **(DD/MM/YY)** | **Work Done**  (*please provide brief description if there is a deviation from planned task*) | **No. of hours** | **Verified by (Company Mentor’s Initial)** |
|  |  |  |  |
| **Total hours accumulated** | |  |  |

1. **Summary of work**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| List new tasks you observed and/or performed, and/or new insights you gained this month.   |  | | --- | |  | |  | |  | |  | |  | | | |
|  | |
| Name of Student: |  |
| Signature: |  |
| Date: |  |