

Attendance Sheet

Academic Year: 2022-'23

Name & Address of Organisation:

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.....
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Name of Student.	
Enrolment No.	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Initial of Students:

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

Month & Year	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

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