

# ATTENDANCE SHEET

Name of Organization \_\_\_\_\_

Postal Address of Organization \_\_\_\_\_

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Training:	
Date of Completion of Training:	

## Initials of the student

		Date -->														
Month _____	Year _____	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Student Sign / Initial																
Supervisor Sign																

		Date -->															
Month _____	Year _____	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Student Sign / Initial																	
Supervisor Sign																	

### 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 / HR Manager \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Contact No. \_\_\_\_\_ Email : \_\_\_\_\_

Company  
Seal /  
Stamp