**College of Engineering Trivandrum**

**Office of the Dean (Research)**

*Format for reporting attendance*

|  |  |
| --- | --- |
| Name of the Research Scholar |  |
| Date of Joining of the Research Scholar |  |
| Department |  |
| Admission Number |  |
| University registration Number |  |
| Month and year for which attendance is reported  |  |
| No. of working days in the month |  |
| No. of days attended in the month |  |
| Type of scholarship |  |

|  |
| --- |
| **Detail of leaves if any sanctioned by the HOD/Dean (Research)** |
| **Type of leave** | **From** | **To** | **Number of days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total number of leaves taken in the month** |  |
| **Cumulative number of leaves taken in the current academic year (August to July)** |  |

**Signature of the Research Scholar**

1. Number of hours of Teaching Assistantship works assigned to the scholar per week is:\_\_\_\_\_\_
2. Certified that the progress of the research scholar is satisfactory.
3. Certified that progress report of the research scholar for the current academic year/semester is decided as adequate by the Doctoral Committee.

**Name of and signature the Research Supervisor/Co Supervisor:**

**Name and signature of the Department Research Coordinator:**

**Signature of the HOD with Department Seal:**