

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: