



TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE
 Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University
 Recognized Under Sec. 2(f) of UGC Act 1956
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TRAINING & PLACEMENT CELL

ATTENDANCE SHEET (For MBA 2 years PG Degree Programme)

Name & Address of Organization

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

Initials of the student

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| Month & Year | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Note:

- Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
- Student should sign/initial in the attendance column. Do not mark 'P'
- 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

(Name _____) Contact No. _____