**GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

**Department of ECE**

**Training Program - Students’ Attendance**

Name of the Training Program:

Schedule of the Training Program: From \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ Timings:

Particulars of the Resource Person(s):

Batch: Academic Year: Semester:

Class: Section: No. Students Registered: Mentor’s Name:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Roll No. | Name of the Student | Day 01 | Day 02 | Day 03 | Day 04 | Day 05 | Day 06 | Day 07 | Day 08 | Day 09 | Day 10 | Day 11 | Day 12 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Signature of the Faculty Mentor

Note:

1. Each Faculty Mentor shall maintain the attendance of the student mentees during any training program as per the above format.
2. Actual Dates of the training program shall be indicated in place of Day 1, Day 2, Day 3 etc.
3. Presentees shall be marked with ‘**√’** and Absentees with ‘**X’**
4. If any student is absent consecutively for two sessions without taking a prior approval, the same shall be informed to his/her parents.