

Gujarat Technological University

**Attendance Report to be issued by the Ph.D. Supervisor
(To prepare a report on monthly basis)**

1.	Name of the Full-Time Research Scholar	
2.	Enrollment Number	
3.	Discipline	
4.	Research Title	
5.	Name of Institute where the student is working (Supervisor/Co-Supervisor workplace – whichever applicable)	
6.	No. of successful DPCs completed	
7.	No. of Research Weeks completed	
8.	Month/Year of attendance	
9.	No. of days attended by student	
10.	Percentage of student's attendance of the month	
11.	Leave taken by student if any	
12.	Reason of Student's leave	

Name of Ph.D. Supervisor: _____
Designation: _____
Institute Name: _____
Signature : _____ Date: _____

Name of Head of Department: _____
Institute Name: _____
Signature: _____ Date: _____

Signature & Seal of Institute