

**DIRECTORATE OF RESEARCH**

**Format for Monthly Statement of Attendance  
for Ph. D Programme**

*(To be prepared based on the attendance Register/Punching records)*

Name of Candidate :  
Subject & Faculty :  
Name of Supervisor :  
Name of Research Centre :

<b>Sl.No</b>	<b>Month</b>	<b>No. of working days</b>	<b>No. of days attended</b>	<b>Leave availed</b>	<b>Nature of leave</b>
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**Endorsement by Head of the Research Centre**

It is hereby endorsed that the particulars shown above are correct and the scholar has actively engaged research work during the period shown above in this center, and that the Doctoral Committee held on .....(date)has verified and approved the same.

Date:

Name & signature  
Head of the Research Centre  
(HoD for University Teaching Depts)

**(Office Seal)**