

Daily Attendance Record					Date:-	
Name the Constituent Unit-						
Level(UG/PG)-				Name of Programme-		
Lecture no.(Timings)	Name of Faculty	Course/ Subject	Sem/ Year	Topics Taught	Theory/Practical/ Demonstration	Attendance(Actual/Total)
I						
II						
III						
IV						
V						
VI						
VII						

Academic Coordinator

Head of Institute/Dean

Weekly Attendance Record (XX.XX.XX to XX.XX.XX)						
Name the Constituent Unit-						
Level(UG/PG)-		Number of Working Days:				
Sno.	Name of Programme	Sem/ Year	Number of Theory Classes	Number of Practicals/Demonst ration	Avarage Attendance(Actual/Total)	Ccorrective measures(if Attendance<75%)
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	
					Theory- Lab Practicals/Demonstration-	

Academic/Programme
Coordinator

Head of Institute/Dean

