

MONTHLY ATTENDANCE AND PROGRESS REPORT FOR MERIT SCHOLARSHIP

For the period from (month & year) to(month & year)

Department of

1. Name of the candidate :

2. Residential address :

3. Name of Programme [Tick (√) the relevant one]	Subject	Semester to which the claim pertains
MA/MSW/M.P.Ed		

4. Date of admission :

5. Date of commencement of classes :

6. No. & Date of the U.O. sanctioning the
Scholarship :

7. Account No. and Name of bank :

8. Month wise attendance details :

Months							Remarks
Number of Working days							
Number of days attended							
Number of days of absence							
% of attendance							

9. Nature of absence :

10. UNDERTAKING

I hereby swear that the excess amount drawn if any will be refunded to the University.

Place:

Date:

Name & Signature of the student

11. Conduct of the student :

12. Progress report :

Place:

Date

(Office seal)

**Name & Signature of the
Head of the Department**