

Department of Humanities and Social Sciences, IIT Delhi

Attendance Declaration Form

Attendance Declaration for _____ (Month) _____ (Year)

Name											Attendance Code*: _____
Entry Number:	2	0			H	U	Z				*Can be found here

Details of Leave availed for the month:

Type of Leave	Personal	Medical	Duty	Fieldwork	Maternity/ Paternity
Dates of Leave					

I have been in station and in contact with my supervisor(s)/caretaker supervisor (except on the days on approved leave stated above).

(noted by)

Signature of Research Scholar

Signature of Supervisor(s)

Name(s): _____

Nature / Course Number of TA Duty allotted: _____

I have performed all tasks assigned to me by my TA supervisor.

(verified by)

Signature of Research Scholar

Signature of TA Supervisor/ Phd Coordinator

Name(s): _____

(for office use)

Form collected on _____ Checked by: _____

- Form for a particular month has to be submitted within the 10th day of the subsequent month (this includes any weekends or holidays). If the research scholar has sanctioned leave for the entire duration of the subsequent month, she should submit the form within the last duty day of the current month.
- No digital signatures will be accepted. Do not use black ink to sign.
- This form is an attendance record. It is not a record of research progress.