

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					<a href="#">*Can be found here</a>

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).

(verified by)

\_\_\_\_\_  
Signature of Research Scholar

\_\_\_\_\_  
Signature of Supervisor(s)

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

(verified by)

\_\_\_\_\_  
Signature of Research Scholar

\_\_\_\_\_  
Signature of  
TA Supervisor/ Phd Coordinator

(for office use)

Form collected on \_\_\_\_\_ Checked by: \_\_\_\_\_

- Form for a particular month has to be submitted within the 10<sup>th</sup> 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.