Department of Humanities and Social Sciences, IIT Delhi

 Attendance Declaration Form

Attendance Declaration for _________________________ (Month) ______________ (Year)

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance Code*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Entry Number: 20 HUZ

Details of Leave availed for the month:

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Personal</th>
<th>Medical</th>
<th>Duty</th>
<th>Fieldwork</th>
<th>Maternity/ Paternity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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.