**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

**Format for rectification of attendance of M.Tech./Ph.D. scholars for release of assistantship through ERP**

**TO BE FILLED BY THE STUDENT**

1. Name of the student :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Gender : MALE / FEMALE

3. Name of the programme : M.Tech./Ph.D. (Full Time)

4. Date of Registration in M.Tech./Ph.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Branch//Discipline : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Contact details : Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

: E-mail ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Attendance for the month of \_\_\_\_\_\_\_\_\_\_\_\_filled in ERP: \_\_\_\_\_\_\_\_\_\_

8. Actual attendance of the student for the month of \_\_\_\_\_\_\_\_ is ; \_\_\_\_\_\_\_\_\_

**Signature of applicant**

**FOR OFFICIAL USE (Department-to be filled by the Supervisor/DPGC Convener)**

|  |
| --- |
| It is certified that the actual attendance of the students is …………… instead of ……….. (filled in ERP) Hence the Financial Assistance of the student may be released in accordance with the actual attendance    **Signature of Supervisor**  **(with date)** |
| Verified by DPGC Convener  **Comments and Signature (with date) of DPGC Convener** |

**For Office use (Academic Section)**

|  |  |
| --- | --- |
| **Comments & Signature (with date) of Associate Dean (PG)** |  |

**Dy. Registrar (Academic)**