**BHAILALBHAI & BHIKHABHAI INSTITUTE OF TECHNOLOGY, V.V.NAGAR (Performa A-3)**

[Presence Record of irregular students to be submitted by Subject Coordinator to HOD by the end of Each Month (Before 5th day of next month) &

by the End of Term(within a week after end of academic term) ]

**Name of Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Subject Code: \_\_\_\_\_\_\_\_\_\_\_\_\_,**

**Division: \_\_\_\_\_\_\_\_\_\_\_\_\_, Academic Term; From \_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_**

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| **ENROLLMENT NUMBER OF STUDENT** | **MONTH : \_\_\_\_\_\_\_\_\_\_\_\_\_** | **MONTH : \_\_\_\_\_\_\_\_\_\_\_** | **MONTH : \_\_\_\_\_\_\_\_\_\_\_** | **MONTH : \_\_\_\_\_\_\_\_\_\_\_\_** | **BY THE END OF TERM** |
| **No. of Lectures attended / Total No. of lectures conducted** | **No. of Practical attended / Total No. of practical conducted** | **No. of Lectures attended / Total No. of lectures conducted** | **No. of Practical attended / Total No. of practical conducted** | **No. of Lectures attended / Total No. of lectures conducted** | **No. of Practical attended / Total No. of practical conducted** | **No. of Lectures attended / Total No. of lectures conducted** | **No. of Practical attended / Total No. of practical conducted** | **No. of Lectures attended / Total No. of lectures conducted** | **No. of Practical attended / Total No. of practical conducted** | **% of overall attendance** |
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**(NAME & SIGNATURE OF SUBJECT COORDINATOR)**

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| **Note:** | **The above presence record of irregular students must be cumulative at the end of every month, e.g. at the end July, the presence record of June + July should be given.** |