

**APPLICATION FORM FOR THE ADDITIONAL LAB ATTENDANCE**

**(Teachers must kindly enter this attendance in the attendance register in the same page where the student's name was originally entered, towards the end of the list)**

Name of the student	
Register number	
Semester	
Code number of the practical paper in which extra lab was done	
Date & time on which the extra lab session was done	
Signature of the teacher in charge	
Signature of the Welfare Officer	
Signature of the attendance entry clerk with date	

If the student has done extra labs in more than one department, multiple attendance certificate must be produced. This sheet must be submitted by the student to the Welfare officers within 48hrs of completing the extra lab. Welfare officers may submit the list to the COE office.

