

Month of the _____

Centre Address : - _____

[illegible][illegible]

Attendance of staff as per the Staff Attendance Register

SL. NO	Name of the Staff Member	Absent or Leave with Date

Problems in the Centre

1		5	
2		6	
3		7	
4		8	

Suggestions for Improvement of Centre

1		5	
2		6	
3		7	
4		8	

Requirement for Centre

1		5	
2		6	
3		7	
4		8	

Activities done in Centre (Please attach Photograph):

1		5	
2		6	
3		7	
4		8	

Major Income and Expenditure of Centre

1		5	
2		6	
3		7	

Note: - Kindly maintain followings details in every month at Centre.

S.NO.	Items	Maintained Yes/No
1	Registration Register	
2	Registration Form File	
3	Student Attendance Register	
4	Staff Attendance Register	
5	Photograph of activities	
6	Income and Expenditure Register	
7	Stock Register	
8	Daily Entry Register at Centre	
9	Pass out/Job Placement Register	
10	Student Feedback Register/form	
11	Visitor Feedback Register	
12	Mobilization Register	
13	Survey Form	
14	Certificate & Examination Register	
15	Notice Register/file	
16	Other Centre related Items	

Udaan ka nahi hai