



Training Center Daily Report Format
Rural Institute for career and employment Society

Date _____

File No. _____

To

Director

Rural Institute for career and employment Society Raigarh Chhattisgarh 496001

1. Total staff _____
2. Total student _____
3. Total New student admission _____
4. Total students on leave _____
5. Total students going on leave today _____
6. Total employees on leave today _____
7. Total number of eaters in the canteen today _____
8. Appliances breaking down at the center today _____

9. Name of equipment repaired in the center today _____

10. Need an item at the center today _____

11. Any other work to be done _____

12. Received any visit or any letter or information from any department _____

13. Any other work _____

Note- Letter sends this Email id –support@riceedu.org

Reporter Name and signature