

BS (SS / MS) MEETINGS RECORD FORM

(For Advisor – To be submitted at the end of the semester)

Name of student: _____ Registration No.: _____

Semester: _____ Credits Registered: _____

Progress and Meeting Record

For Office Use Only

Appointment Letter _____ (signed)

Report _____ (submitted)

Softcopy (final report) _____ (submitted)

Thesis Honorarium _____ (paid)

No.	Date	Venue	Purpose	Progress and Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(use additional pages if necessary)

To be filled in by Advisor

Name of Advisor: _____

Topic of Study: _____

Tentative Letter Grade *(Assigned by Advisor*)*: _____

*(A+: Excellent; A: V. Good; B+: Good; B/ Satisfactory; C+/C: Not Satisfactory)
Final grade will be assigned after report presentation.

Comments (if any): _____

Date & Signature of Advisor

Tentative Letter Grade *(Assigned by Observer*)*: _____

(after report presentation – to be filled by Academic Controller)

Date & Signature of Academic Controller

Final Letter Grade Assigned: _____

Date & Signature of Program Manager

*Please submit this form with copy of final reports in proper format (hard & soft)† by final exam week at the end of the semester
 Thesis must be presented in an open forum during final examination week. Advisor must be present.*

† 2reports: long & short (2000-2500 words in IEEE format) and soft copies on disk