Schedule of submission of records by training coordinator

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| SNo | Description | Submission DFA | Submit corrected | Frequency |
| 1. | Uploading Faculty-time table DGS for next month | 22th day of every month | 25th day of every month | Monthly |
| 2. | Time table Adv. Courses (duration of 03 days and more | 02 days prior to commencement of course. | Weekly | Weekly |
| 3. | Time table - Basic Safety Training Courses  | 05 days prior to commencement of course. | 3 day prior schedule | Weekly |
| 4. | Time table Adv. Ref Courses  | 02 days prior to commencement of course. | 01 day prior schedule | Weekly |
| 5. | Time table Basic Safety Training Ref  | 02 days prior to commencement of course. | 01 day prior schedule  | Weekly |
| 6. | Leave Request Staff | Submission by staff –By Thursday | Every Friday 1200 hrs | Weekly |
| 7. | Inform faculty on allotment of teaching days/hours | 26th day of every month | 27th day of every month | Monthly |
| 8. | Submission of Daily Instructor log book | Daily | Daily | Daily |
| 9. | Submission of Instructor’s Diary | Monthly | 05th day of every month | Monthly |
| 10. | Load plan-Faculty | Monthly | 05 day of every month | Monthly |
| 11. | Notification on courses-training | 01 day advance of schedule of course | Daily | Daily |
| 12. | Time table Pre Sea courses | Every Thursday | Every Friday | Weekly |
| 13. | Mails/directions/advise | 1000 hrs daily | Last file by 1600 hrs | Daily |
| 14. | Work report/day brief | 1630 hrs | As required | Daly |