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| Description: logo |  **Sriram Institute of Marine Studies** Approved by the **DG Shipping, Ministry of Shipping, Govt. of India.** Affiliated to **Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005** |

**Faculty /Instructor Load form**

**{a} The objective of this form is to obtain information on conduct of classes/instruction including online theory, practical by a faculty and instructor.**

**{b}This form is purely for the faculty and instructors employed full time and imparting training to Pre sea and Safety courses.**

**{c} ll staff to submit this form duly completed and signed for the previous month via online or physically in the office of undersigned by 02nd day of every subsequent month.**

**This form is effective from 01.01.2022.**

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Faculty Instructor- Load for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Faculty / Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Identification No \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E Mail id \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- |
| SNo | Week No  |  Date | Class/course | Class -1 |  {Time} | Class-3  | {Time} |
| {a} | Monday |  |  |  |  |  |  |
| {b} | Tuesday |  |  |  |  |  |  |
| {c} | Wednesday |  |  |  |  |  |  |
| {d} | Thursday |  |  |  |  |  |  |
| {e} | Friday |  |  |  |  |  |  |
| {f} | Saturday |  |  |  |  |  |  |

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| --- | --- | --- | --- |
| SNo | Subject code | Subject | Lesson/syllabus covered |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| SNo | Week No  |  Date | Class/course | Time | {Time} | {Time} | {Time} |
| {a} | Monday |  |  |  |  |  |  |
| {b} | Tuesday |  |  |  |  |  |  |
| {c} | Wednesday |  |  |  |  |  |  |
| {d} | Thursday |  |  |  |  |  |  |
| {e} | Friday |  |  |  |  |  |  |
| {f} | Saturday |  |  |  |  |  |  |
| SNo | Subject code | Subject | Lesson/syllabus covered |
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| --- | --- | --- | --- | --- | --- | --- |
| SNo | Week No  |  Date | {Time} | {Time} |  {Time} | {Time} |
| {a} | Monday |  |  |  |  |  |
| {b} | Tuesday |  |  |  |  |  |
| {c} | Wednesday |  |  |  |  |  |
| {d} | Thursday |  |  |  |  |  |
| {e} | Friday |  |  |  |  |  |
| {f} | Saturday |  |  |  |  |  |

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| --- | --- | --- | --- |
| SNo | Subject code | Subject | Lesson/syllabus covered |
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| --- | --- | --- | --- | --- | --- | --- |
| SNo | Week No  |  Date | Class -1  | Class – 2  | Class-3 |  {Time} |
| {a} | Monday |  |  |  |  |  |
| [b} | Tuesday |  |  |  |  |  |
| {c} | Wednesday |  |  |  |  |  |
| {d} | Thursday |  |  |  |  |  |
| {e} | Friday |  |  |  |  |  |
| {f} | Saturday |  |  |  |  |  |

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| --- | --- | --- | --- |
| SNo | Subject code | Subject | Lesson/syllabus covered |
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| --- | --- | --- | --- | --- | --- | --- |
| SNo | Week No  |  Date | {Time} | {Time} | {Time} | {Time} |
| {a} | Monday |  |  |  |  |  |
| {b} | Tuesday |  |  |  |  |  |
| {c} | Wednesday |  |  |  |  |  |
| {d} | Thursday |  |  |  |  |  |
| {e} | Friday |  |  |  |  |  |
| {f} | Saturday |  |  |  |  |  |

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| SNo | Subject code | Subject | Lesson/syllabus covered |
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| SNo | Description | No’s |
| {a} | Total hours allotted in the month |  |
| {b} | Total hours course /Instruction/online classes conducted |  |
| {e} | No of Govt./lockdown curfew/holidays in the month |  |
| {f} | No of half days availed including all reasons: |  |
| {g} | Number of leave availed during the month |  |
| {h} | Any special deployment by the institute  |  |

Submitted in the office of the executive Director by me on \_\_\_\_\_\_\_\_(day) of \_\_\_\_\_\_\_\_\_\_\_(Month) of \_\_\_\_\_\_\_\_\_ (Year).

Name and signature of faculty/ instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_