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| 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** |

**Staff Minute Sheet**

**Originator Department :**

**To :**

|  |  |
| --- | --- |
| **Originator Department** |  |
| **To** |  |
| **Course officer/coordinator** |  |
| **Subject:** |  |

**This is submitted that the above department has been involving in imparting education and training to the student of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ course. The following requirement has / will be occurred for smooth conduct of the coming courses. The requirement is as under:**

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| **SNo** | **Description/Item** | **Quantity Reqd.** | **Type of store** | **Be issued by** |
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**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of applicant with date**

 **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**

**Recommendation by the course in charge/Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name &Signature of course /Dept**

 **coordinator with date**

**Approved by : HOI/ ED with date and signature**

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