

यांत्रिक इंजीनियरिंग विभाग /Department of Mechanical Engineering

राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर

NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR

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TA Work Reporting Form

Mr./Ms	Enrolment No.	Period of reporting	(month/ Year).
Leave taken during thi	s period:		-
Actual No. of hours w	orked per week (average over the	he month other than leave):	
Actual contract hours	(in class) per week (with course	number):	
Hours of additional loa	ad per week: (Please	e specify the type of activity):	
(E.g. exam duty, check	ing assignment, resource mater	rial, PPT slides, etc.)	
Comment/suggestion/s	any other info:		
		Signature	e of student with date
Comment from TA su	pervisor (if any):		
Name of the TA super	visor 1:	Signature:	
Name of the TA super	visor 2:	Signature:	

- ❖ This form duly signed should reach the department office before 20th of the month, failing which appropriate action will be taken.
- All the TAs are supposed to mark their attendance on all working days in the attendance register.
- ❖ If leave is essential during classes, please arrange replacements. Emergencies should also be informed to the programme coordinator and TA supervisor.