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- 1. From the implementation report form select TA
- 2. Enter the Current Year Ex: 2023,2024......
- 3. Enter the current Month
- 4. After doing 2 and 3 the date and day column will fill automatically in excel.
- 5. In course name enter the course name that you have done ta-ship for.
- 6. Write the Instructor's full name
- 7. Write your student id Ex : m527xxxx
- 8. Write your Full name and put your Hanko seal
- 9. International Students please select 1
- 10. In work category enter from 1 to 5 any one digit based on the work category list.
- 11. Please choose start time of your TA-ship class and also choose end time

working hours will update automatically.

Note : If you are doing multiple TA ships for different courses then please do fill an excel for each course separately

12. Get the signature from the instructor you have mentioned in 6.