Check list - Daily Books signature of the Executive Director - Every day through HOI

1. Warden/Duty officer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SNo** | **Description** | **Time In 1(0900-1100 hrs)** | **Time out** | **Remarks** |
| (a) | Night Round book |  |  |  |
| (b) | Defect register |  |  |  |
| (c ) | Gangway books |  |  |  |
| (d) | Sick Parade book |  |  |  |
| € | Record of sanitization |  |  |  |
| (f) | Night Muster reports |  |  |  |

**(2) Administration:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) | Daily mail- In |  |  |  |
| (b) | Daily mail out |  |  |  |
| (c) | Student requests  |  |  |  |
| (d) | Staff attendance |  |  |  |
| (e ) |  |  |  |  |

**(3). Course booking:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) | Daily Enquiry register |  |  |  |
| (b) | Batch detail-coming courses |  |  |  |
| (c) | Daily report on booking |  |  |  |
| (d) | Records on query /follow up  |  |  |  |

**(4.) Help desk**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) | Course notification |  |  |  |
| (b) | Course attendance |  |  |  |
| (c) | Pre sea Course attendance |  |  |  |
| (d) | Information to faculty |  |  |  |
| (e) | Carry out daily attendance – practical on CAS |  |  |  |
| (f) | Time table Online class |  |  |  |

**(5). Accounts:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) | Daily account book |  |  |  |
| (b) | Refunds on Safety courses |  |  |  |
| (c) | Refunds Pre sea students |  |  |  |
| (d) | Bank statement |  |  |  |
| (e) | Vendor files |  |  |  |

**(6). Training**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) | Inst Log book |  |  |  |
| (b) | Practical logbook sign |  |  |  |
| (c) | Time table of courses |  |  |  |
| (d) | Faculty deployment |  |  |  |
| (e) | Pre Sea Course log book (P) |  |  |  |
| (f) | CD records |  |  |  |

(7). CDC/INDoS Clerk

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) | CDC Application |  |  |  |
| (b) | INDoS application |  |  |  |
| (c) | Name correction in CDC |  |  |  |
| (d) | Placement details |  |  |  |
| (e) | Alumni details |  |  |  |