حلب قنية الآلفنا
جامعة التقنية والعلوم التطبيقية نزوى
University of Technology and Applied Sciences - Nizwa

Information Technology Department
Staff Leave Responsibilities Arrangement Form

Staff Name: MOHIDEEN ABDUL KADER JAILANI

Section: ☑IT ☐MATH ☐Networking

Date (DD/MM/YYY): 01-June-2022

Leave Start: (04/09/2022)   **Leave End :** (15/09/2022)

Teaching Responsibilities

SNo.	Course Code - Course Name	Course Details					Alternate Staff	Signature
		Date	Time	Section	Venue			
	GFPCS001-Computing Skills	04-09-22 08-09-22	No Class				Mr.Shoukath	
		11-09-22 15-09-22	(Entry Test)				Mr. Rajesh	

Academic Year: 2022-23
Semester: I

University of Technology and Applied Sciences - Nizwa
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Administrative Responsibilities

SNo.	Task Description[1]	Deadlines (if Any)	Alternate Staff	Signature
1	Coordination (04/09/22 – 08/09/22)		Mr.Shoukath	
	Conducting Entry Test, Result, Timetable and other related work (11/09/22 – 15/09/22)		Mr.Shoukath Mr.Rajesh	

Staff Signature

(Mohideen Jailani) H.Mok. Jaini

HoS Name and Signature

ALICE M. LONTOK

[1] Add tasks as necessary. HoSs, should verify this.

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