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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Entry No** | **Research Assistant’s Full Name** | **Telephone No.** | **Proctoring Duration** | **Planned Duration** | **Total Duration for the Semester**  | **Duration of Tasks Excluding Exams**  | **Duration of Additional Tasks for the Semester (over 14 Weeks)** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |
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| **14** |  |  |  |  |  |  |  |
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| **17** |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |

**TASK DISTRIBUTION FORM FOR RESEARCH ASSISTANTS**