

SIMS/ADM/GPR/July 2022

Date :

Mr _____

S/o _____

Address: _____

Allotment of seat in Pre Sea GP Rating course commencing from 01.07.2022

Dear Mr _____

This is confirmed that allotted 01 {One} seat to you against your registration done in pre sea GP Rating course commencing from 01.7.2022. Your admission has been done on meeting the eligibility criteria as laid down in the course guidelines issued by the DG Shipping, in India. You are hereby informed to submit the following documents in this office along with medical fitness certificate issued by a DG Shipping approved doctor in India. The institute has already issued you joining instruction, clothing list, training time table, course condition, and eligibility criteria etc at the time of registration in course.

Submission of original documents: In addition to document submitted by you, you are hereby informed that in case by any reason, if you opt to leave this course, no refunds of any course fees shall be done by the institute as the institute has limited no's of sanctioned seats by the DGS in this course.

Future communication: Parents are not to communicate to officers of institute for leave/special request for any other outsider examination. Note that the students if he has applied for any other job to submit declaration on subject. **E mail for parents to communicate their issues/ request can be done by the authorised family person is permitted through e mail: helpdesk@simsnd.in In case any emergency, contact 9990565959.**

Reporting for course: You are to reach institute by 0930 hrs on 30.06.2022 in institute to attend training along with clothing items mentioned in joining instructions. Accepting this letter you have agreed to follow all rules and regulation of this institute and necessary action shall be taken in case of defaulter/violation of any rules.

Raging: is strictly prohibited in any form in this campus. If anyone found of even intension of raging shall be withdraw from the course with no further orders.

Uploading of medical report on DGS E Governance: As per laid down procedures of the DGS, the institute shall issue/generate INDoS No, {which is necessary to enrol you in course} on submitting original passport and class 10th pass certificate. The Medical centre has to upload your Medical on e governance of the DGS. Hence you take contact number and mail id of doctor/medical centre for

further communication to them. You will be informing/sharing your INDoS No with medical centre soon obtaining your INDoS No. This is your sole responsibility and institute shall not disturb/communicate to any medical centre.

Turnout and maintenance of uniform: this institute shall issue you all items as mentioned in the Joining instructions, with n 15 days of joining institute/course. No re-issue shall be done by the institute however the same can be had from the tailor on payment. Hair cut, daily saving , clean ship, Parade, swimming, sports and Night self study is mandatory for all students as per timing mentioned in routine. Late comers, absentee shall be fined @INR 500 per muster/default.

This institute is an approved institute and liable for any scheduled/ surprise inspection at any time. Hence you need to keep your all books, register, note books, uniform, kit in ready position. We also inspect the same through Monthly inspection.

Laundry service: Institute has provided laundry service which is used by all students mandatorily. The charges @ INR 400 {Rupees four hundred} per month shall be deducted from your security deposit. Laundry service is purely for uniform, boiler suits, linen {including pillow covers, hand towels} Undergarments are not included in laundry services.

Ordering items/meals online: Ordering any food items is strictly prohibited for all course participants. Obtaining any food or food items in any case by any trainee. Institute shall fine such cases INR 10,000/ {Ten thousand only}.

Drinking/smoking in campus/messes/washrooms: All course participants are hereby informed that the smoking, drinking, or deserting institute shall be treated as major fault and you will be withdrawn from the course. Institute has system that no cigarette /beedi butts, soap wafers, used tooth brushes, paste, or unattended any clothing in washroom not permitted. You can inform any such incidents through an e mail on helpline@simsnd.in. we may opt for mass punishment to all mess mates if management catches any such cases.

Under performance /Lower% in marks in internal tests: Any students performing 40% and below in internal, tests/assessment shall not be permitted in appear in final examination. Parents shall be called in on very 1st instance later no any kind of excuse shall be entertained.

Submission of course fees: Course fees be submitted in institute account. No cash or cheque shall be received against course fees. Non submission of course fees within time shall lead to replace you with Waiting list student.

You are advised to collect the followings:

- {a} Security and fees deposit receipt.
- {b} Document receipt

Wishing you all the best and happy learning

Joginder Singh
Executive Director
for Sriram Institute of Marine Studies