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|  | **Sriram Institute of Marine Studies**  Approved by the **DG Shipping, Ministry of Shipping, Govt. of India.** Affiliated to **Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005** |

**ANNEX - I**

**Joining instructions for Pre sea course students attending course at Sriram institute of marine studies.**

**Objective :**

1. To familiarize student on various processes to be undertaken by them during their course tenure in institute campus.
2. Allow students to prepare documents to be submitted in support of their admission.
3. To avoid any undue further communication(until necessary) with students.
4. To share and obtain information/data in respect to prospective students.
5. To provide a clear picture on nature, type of training to be undertaken by them in institute.
6. To provide information to student so ass not to feel unaware of any rule, law or regulation of institute and administrative administration of India.
7. (g) to verify/check details in regards to their admission in terms of marks, age, subjects needed and % requited for their admission by the DGS.

**Important to note:**

1. Parents of any student to meet any authorities of institute needs prior appointment though an E mail: **info@simsnd.in. No meeting shall be conducted without any prior appointment**

{b} Timing for parent meeting with their ward is : {I} Sundays from 1000 hrs to 1700 hrs with no approval, however to log entry on Main gate of their arrival and departure.

{ii} Parents are not allowed o visit hostel during working/non working hours, holidays or Sundays. The Conference room is allotted for the purpose and peon to will provide tea etc.

© Students or any parents if making phone calls to Executive Director regarding leave/sick shall be sent through: coursebooking@simsnd.in. No mails sent on Sunday/Holidays or off hours shall be undertaken on next working day only.

(d) Massages sent by student or parent through whats app shall not be entertained.

( e) Student and parents to follow below regulation/direction at all times including mentioned in Para 12 of of annex II of this joining instructions.

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**Eligibility Criteria:**

All candidates are to check and ensure the followings before submitting the documents for admission:

1. The date of birth and name should not be different in academic documents and passport
2. The candidate passed in the following compulsory subjects in class 10th:

* English
* Mathematics
* Science

1. The candidate has secured 40% marks in English (either in class 10th or 12th)
2. The candidate has secured overall 40% marks in class 10th or 12th
3. The documents should be genuine and issued by a school under central/state Govt.
4. The candidate has not attained the age of 25 years as on date the course starts
5. Age relaxation :

ST/SC 05 Years

* OBC 03 Yrs
* ITI/Tech degree - 02 years
* **Date of birth is not before : 01.07.2000**
* **Date of birth not later/after: 31.12.2007**

**Documents to be submitted {original and self attested photo copy} for admission**

**Submit self attested Photo copy of all above original documents**

-Original Mark Sheet & Certificate of class 10th  and 12th.

-Self Attested photocopies of all academic certificates mentioned above.

-Original Medical Fitness Certificate (Annex IV and Sight test) issued by a Doctor approved by -The DG Shipping, Govt. of India. (List of Doctors is available on DGS website: - -([www.dgshipping.com](http://www.dgshipping.com))

-Original Passport

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**ANNEX - II**

**Candidates selected in 06 months Pre-Sea course GP Rating are to adhere to the followings:**

1. The course scheduled to commence from 1st January 2025 as per the DGS declaration. Late reporting is not acceptable. Admission of such students will be treated as cancelled and DGS shall be intimated accordingly for replacement.

1. The course fee is non-refundable, the fees will be submitted in 03 instalments as
2. Registration Fees (1st instalment) : At the time of Registration/booking of seat INR 50,000/ (Rupees Fifty thousand only)
3. 2nd Instalment : At the time of Counselling – 04.06.2025 to 20.06.2025 **र 1,70,,000**/- (One lakh seventy thousand only).
4. 3rd Instalment : 05th Oct 2025 INR 70,000 (Rupees Seventy thousand only
5. **The fees shall be submitted in the account of this institute : details are under**

**Name of beneficiary** : **Sriram Institute of Marine Studies**

Name of Bank : HDFC Bank Ltd

Account No : 03381450000047

Branch : Village Bamnoli, Sector 28- Dwarka New Delhi – 110077

NEFT/IFSC Code : HDFC0000338

1. **Security deposit** : : A sum of Rs. 05,000/- (Five Thousand Only) be deposited towards security deposit. The institute shall deduct the laundry charges @ INR 400/ (four hundred)/per month and fine for late reporting & damages to building, equipment, mess equipment, training equipment Exam fees, laundry charges or any malpractice in institute.

1. **Routine for training:**  Routine is attached as Annex - III to these orders. The routine should be followed strictly from the day course starts. No excuse will be entertained at all.

1. A list of **clothing items needed** for training is attached as Annex – IV to these orders. Institutes shall provide clothing items (Annex IV) for course and charges are included in course fees.
2. As per the orders of **DGS, Govt. of India, minimum 90% attendance is compulsory** to appear in the Final Examination. Parents are advised not to encourage their wards to gain leave during the training period.

1. Trainees are not permitted to keep/use Mobile/Cellular phones gold, jewelleries, laptops, disc players, knives, motor bikes, tool kits etc. in institute. Any violation of

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institute rules by trainee shall be severely dealt with. Cases of theft, drinking, drugs and alcohol etc in any form is not acceptable. The same shall be dealt with Indian Crime Codes & institute has to withdraw offender from course.

1. **Consumption of Alcohol, drugs and smoking** in any form by the trainees is strictly prohibited. Trainees found or caught will be punished severely including withdrawal or suspended/restricted with immediate effect and Govt. administration will be informed accordingly. No refunds including security deposit will be made.

1. The candidates are advised that they should satisfy themselves prior to produce his documents for registration and to make any payment for admission formalities, paying of fees. The institute is not responsible for payments paid to tailor or vendor for clothing’s, medicals or any other payments, if the admission is cancelled in any form at any stage.

1. Institute can reject any selection at any stage if the candidate is found ineligible in any form for any reason.

1. All candidates are to reach institute for training latest by 1000 hrs on 30.06.2025 along with fee submission receipt. They will stay in institute hostel and complete the course documentation : Issue of books, stationary including practical books and journal., issue of INDoS, photography and issue of Identity cards and issue of clothing/uniform

1. **Procedure of obtaining leave** : The students are not entitled for any leave, however to meet the requirement, if any the leave can be sanctioned through proper channel. Student can fill up the leave request form of the institute and submit in the Administrative Office for sanction. Parents are hereby advised to kindly not to call/phone the Management/ Director for the purpose.

1. **Late reporting from the leave** : This will be fined at the rate of INR 500 (Rupees five hundred) per day and in case of short attendance, student will not be permitted to attend the final examination.

1. **Marking of attendance** : The institute has installed the biometric Machines in every class room to facilitate the students to mark their attendance at the time of entry and leaving the class. It is necessary requirement of the Indian maritime Administration. The individual shall be responsible for marking his/her attendance.
2. **Outside meals:** The students are not permitted to have meals in the hostel or accommodation. Also no any kind of meals from outside is permitted to eat in side of

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Institute. This will be dealt severely and necessary punishment fine etc. shall be imposed. The institute shall not responsible for any medical emergencies in such cases.

1. **Counselling** : This to inform that submit your original academic mark sheet, passport, medical and Admission fees {2nd Instalment} of course fees course fees at time of counselling or before 20.06.2025. in this office So as to confirm your admission .

1. **Visiting hours for guests/parents**: The parents are permitted to meet their wards on Sunday and Holidays only in normal conditions. In case any specific motto, do take appointment with reason from undersigned.

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**ANNEX - III**

**DAILY ROUTINE --- to followed by the students**

***Monday to Saturday***

0600 Hrs - Hands call

0605 Hrs - Hands to tea.

0630 Hrs - Hands to Muster for Morning P.T. in proper PT Rig

0700 Hrs - Secure P.T., hands to be detailed for Morning Clanships

0730 Hrs – Secure, hands to Breakfast

0825 Hrs - Out pipe

0830 Hrs - Classes commence

1030 Hrs - Tea Break, hands to tea

1045 Hrs – Classes to be resumed

1215 Hrs - Hands to Lunch

1300 Hrs – Hands Muster, Classes as per Training Programme

1630 Hrs - Secure, Hands to tea

1700 Hrs – Muster for clanship, swimming & sports

1800 Hrs - Secure

1900 Hrs - Hands to Dinner

2100 Hrs - Self Study.

2130 Hrs – Night Rounds to be carried out by Duty officer to ensure ship

shape of messes

2200 Hrs – Night Muster, head Count by Duty staff and render report to

Executive Director

2200 Hrs – Pipe Down

**Sunday/Holiday**

0630 Hrs - Hands call

0700 Hrs - Muster for clean ship

0830 Hrs - Hand to Breakfast

1000 Hrs - Short Leave / Liberty Commences in Uniform

1230 Hrs - Hands to lunch

1700 Hrs - Hands to tea

1800 Hrs – Last Liberty man to reach institute

1900 Hrs - Hand to Dinner

2030 hrs - Indoor games, TV –recreation time

2100 Hrs – Night Round by duty staff

2200 Hrs – Night Muster, head Count by Duty staff and render report

to Executive Director

2200 Hrs – Pipe Down

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**Annex IV**

**list of items for course to be issued by the institute to students**

1. White Terrycot trousers - 02

1. White Terrycot Shirt - 02
2. Navy Blue sports short - 02
3. White T-Shirt - 02
4. Blue Boiler Suit - 02
5. Black Terrycot Ties - 01
6. Purgee White (Sikh Only) - 01
7. Purgee Blue (Sikh Only) - 01
8. Black Leather Belt - 02
9. Sailed Lien bag (80X60 cm) - 01
10. White Socks - 02
11. Black Socks - 02
12. Swimming trunk - 01
13. Hanger for Cloth - 06
14. Black Shoes Durby - 01
15. Canvas Shoes White - 03
16. White Handkerchief 02
17. White Hand Towel - 02
18. White Bath Towel - 02
19. Toiletries\* - as required
20. Soup Ball - 01
21. Soup Spoon - 01
22. Bed sheet white\* - 03
23. Pillow cover white - 02
24. Track suit (navy blue - 01
25. Quilt\* - 01
26. Quilt cover (White)\* - 02
27. Safety shoe - 01 Pair
28. Name tally - 01
29. jersey black - 01

Note : In case a students withdraw from the course by any reason, the charges for the above items will be charged at flat rate of INR 20,000/- (Rupees twenty thousand only).

Students will to deposit their personnel belongs in the cloak room soon the clothing issued to them.

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Annex V

Most Important

Students are advised to bring the following items as the will be used by the students on trips/leave etc. No students will be allowed to leave/enter institute in jeans/lowers, T – Shirts and sleepers/sandals

1. All toiletry items such as
2. tooth brush,
3. tooth paste,
4. bath soap,
5. washing soap,
6. bathroom slippers,
7. handkerchief,
8. comb,
9. towel,
10. 02 bed sheets,
11. Night suit,
12. personal lock ,
13. saving kit- Blanket for winter is to be carried by all students at their own.
14. Usage of laundry services is mandatory for all students as the charges are paid to the washer man on every month basis.

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Annex VII

**Break down of course fees \_ GP Rating course July 2025 course**

|  |  |  |
| --- | --- | --- |
| **SNo.** | **Description** | **Amount** |
| 1. | Tuition fees | 80,000 |
| 2. | Uniform | 12,000 |
| 3. | Hostel | 54,000 |
| 4. | Lodging/food/meals | 43,000 |
| 5. | Recreational activities/equip | 05,000 |
| 6. | Books & stationary | 03,000 |
| 7. | Ship Visit/Industry Tour/Port Visit | 07,000 |
| 8. | Administrative charges | 12,000 |
| 9. | Internal exams/unit/review test | 02,000 |
| 10. | Workshop training | 60,000 |
| 11. | Sports/game /utility | 02,000 |
| 12. | Library | 02,000 |
| 13. | Computer utility | 03,000 |
| 14. | Language learning | 02,000 |
| 15. | INDoS, CDC | 03,000 |

\*\* Laundry charges : The laundry charges shall be deducted from the security deposited by the student.

\*\*\*\* Fine if any levied, shall be deducted from security deposit.

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**Annex VII**

To be filled and submitted by the individual applicant only at time of submission of original documents

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of student |  | | | | DOB |  |
| Built | Normal/thin/heavy | |  | | Height |  |
| Batch and Year |  |  | | | Weight |  |
| Contact no |  | E Mail id | |  | | |
| Address | Village {VPO} |  | |  | | |
| City |  | District | |  | | |
| State |  | Pin Code | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| SNo | Description | Size | No |
| 1. | Sports Shoes |  |  |
| 2. | Durby Shoes |  |  |
| 3. | Safety Shoes |  |  |
| 4. | T Shirt |  |  |
| 5. | Peak cap |  |  |
| 6. | Shirt | S/M/L/XL/XXL | 38,39,40,42,44 |
| 7. | Trouser | S/M/L/XL/XXL | 38,39,40,42,44 |
| 8. | Waist Size |  |  |
| 9. | Track suit size |  |  |
| 10. | Jersey/sweater |  |  |
| 11. | Name of name Talley |  |  |
| 12. | Treasure length |  |  |

**Details for identity card**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of student |  | | | | | | | | |
| Course |  | Class | |  | | | | |
| Date of Birth |  | From |  |  | | To |  | | |
| Contact No |  | Blood Group | |  | Height | | |  | |
| Identification mark |  | | | | | | | | |

The above data in respect of myself has been submitted by me for the purpose of tailoring/stitching uniform for the course in this institute as per the above course. In case any difference in size, I may be issued items at cost to me. The form has been handed over along with my admission application to the

Date Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place : Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intentionally left blank

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**Annex VIII**

**Print on 100 Rupees affidavit**

**I Sh\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ F/0 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**hereby** declare that I have admitted my above named ward in **Pre Sea course \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ at** **‘Sriram Institute of Marine Studies’**, from 1st July 2025. undertake and agreed that neither my executors nor administrators or any other legal representative will make any claim against **‘Sriram Institute of Marine Studies’** or against any person in the service of the Institute in respect of any loss or injury to the property or person including injury resulting in death which he may suffer while undergoing training at **‘Sriram Institute of Marine Studies’** I understand and agree that no compensation will be paid by the institute or by any officer or employee of **‘Sriram Institute of Marine Studies’**. I am undergoing the training voluntarily and also:

1. As per the orders of DGS, Govt. of India, minimum 90% attendance is compulsory to appear the Final Examination so shall not be permitted to proceed on leave during the training period.
2. If my ward unable to perform minimum standard of training i.e scores less than 40% marks in in house (Internal, Unit & review test and Midterm) may not be permitted to attend All India Exit Exam.
3. He will not consume of Alcohol, drugs and no smoking in any form if he involved in such be punished severely including withdrawal or suspended/ restricted. No refunds including security deposit will be asked.
4. In case of my son found absent in any training classes (Theory, practical, games, any muster or place of duty) be fined warned. If he does not improve, inactive he should be penalized including withdrawal from the course.
5. Mobile/Cellular phones, gold jewellers, laptops, disc players, knives, motor bikes, tool kits etc. are not permitted to use in institute. Any violation of institute rules by the trainee shall be severely dealt with.
6. In case, by any reason if my ward desert the institute or any rule knowingly or unknowingly or involved or intention of doing so shall be considered as permanent withdrawal from the course.
7. No leave of any kind, type or emergency will be given to my son without my permission.
8. I am satisfied and admitting my son satisfies in course. The institute is not responsible for any re-payments if paid to any agents, tailor or vendor for clothing, medicals etc.
9. If I am unable to pay my course fees in time, I shall pay the remaining fees including interest @ 12% P/A.
10. I also authorize the institute authorities to deduct any kind of fine, breakage, loss to institute properties from the security deposit.
11. I shall provide the required books & clothing inventory for course. All candidates to bring items listed therein at the time of joining institute at their own as per the list attached in the institute’s joining letter.

(m) hereby solemnly undertakes that **during tenure of my studies at M/s Sriram institute of Marine Studies Village Bamnoli, Sector 28 Dwarka as per the course details mentioned above in my respect that I have not applied for any other course{s} /job/work/ interview/ central or state jobs that needs leave of more than 03 days leave.**

(n) I understand that being the course is residential, regimental and disciplined hence the **leave can not be granted to meet the required % to appear in final examination**, as to meet the regulation of the DGS. in case I am requesting leave for above reasons, **institute reserve right not to process or to turn down such requests.**

( P) In such cases of not approval/sanction of leave for above reasons, the student is liable to bear the cost he has spent at his own. No officer of staff is held responsible to meet the losses caused to you.

Signature of Deponent

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| --- |
| PHOTO  Self attested |

Application for Pre Sea GP Rating course 01.07. 2025

Name of applicant: (As per passport) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth : \_\_\_\_\_\_\_\_\_\_\_ Father ‘Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: House No : \_\_\_\_\_\_\_\_\_ Village/Sector/Colony:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Land Mark \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City : \_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pincode:\_\_\_\_\_\_\_\_\_\_Mailid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registered Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Substitute/Emergency contact No : \_\_\_\_\_\_\_\_\_\_ E Mail id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of birth (as per passport) \_\_\_\_\_\_\_\_\_\_\_\_\_ Nearest Police station:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education Qualification :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Standard** | **Board/University** | **Subject** | **% overall** | **% English** | **Year passed** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Technical Education :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SNo** | **Standard** | **Board/University** | **Main Subject** | **% overall** | **% English** | **Year passed** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Age relaxation as per DGS order, if any**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| SNo. | Technical/ITI Diploma | Relaxation in years | Remarks |
|  | Diploma/ITI holders | 02 years after maximum age only |  |
|  | Schedule cast/Tribes | 05 years in Maximum age |  |
| (iii) | Other Backward classes | 02 years |  |

Item no 1 is applicable in case a student needs age relaxation as per above: mention details of your degree/Diploma in column above

If applicable, and seeking relaxation, kindly mention your class: ST/ SC/ OBC \_\_\_\_\_\_\_\_\_\_\_

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I undertake

1. I have gone through the eligibility criteria for admission and found fit for Pre Sea GP Rating course scheduled from 01.07.2025.
2. I am able to read write speak and understand English ad know the basic computer
3. I will submit original documents and course fees in time as mentioned in Joining instructions to this letter.
4. In case I am not able to submit my passport my admission be carried forward in the next GP Rating course or shall claim fees refunds as per the Refund policy of Institute.

**List of documents enclosed: {Photocopy only}**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SNo** | **Description** | **Zerox copy** | **Certificate no** | **Board/University** |
| **1** | **Mark sheet Class 10th** |  |  |  |
| **2.** | **Mark sheet class 12th** |  |  |  |
| **3** | **Passport** |  |  |  |
| **4** | **Aadhar Card** |  |  |  |
| **5** | **Category certificate** |  |  |  |
| **6** | **Dip/Degree ITI certificate** |  |  |  |
| **7** | **Affidavit by student** |  |  |  |

**Date Signature of student**

**The attached document checked and verified by the undersigned as per the norms of the DGS and found in order.**

|  |  |  |  |
| --- | --- | --- | --- |
| **SNo** | **Admission confirmed/seat allotted** | **Class No :** |  |

**Date : Signature with name and Designation**

**Office stamp**

|  |  |
| --- | --- |
| logo | **Sriram Institute of Marine Studies**  Approved by the DG Shipping, Ministry of Port, Shipping & Waterways, Govt. of India. Affiliated to Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005 |

**Family particular/Next of Kin – declaration by student GP Rating July 2025**

Name of student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Pre Sea \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course from: \_\_\_\_\_\_\_\_\_ Batch No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of submission:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{a} Correspondence address: Vill : \_\_\_\_\_\_\_\_ Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House No \_\_\_ Street No \_\_\_\_\_\_\_\_\_\_ Land mark: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_ Nearest police station \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency Contact Mobile No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E Mail Id: Parents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Family Particular**: No person other than family be included in this table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SNo. | Name of person | Age | Relation | Contact No |
| (a) |  |  | Grand father/mother |  |
| (b) |  |  | Father |  |
| (c) |  |  | Mother |  |
| (d) |  |  | Brother |  |
| (e ) |  |  | Sister |  |
| (f) |  |  |  |  |

Contact no and mail id of guardian/local guardian: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s/Guardian Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian/Parents E mail id : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Declaration by student:

1. It is stated that communicate to institute for any issue related to me other shall be by the above family member only.
2. E mail id: [coursebooking@simsnd.in](mailto:helpdesk@simsnd.in) shall be used in all communication by my family.
3. No family member shall call any authority requesting/demanding leave except in case any emergency, if arises.

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

lace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| logo | **Sriram Institute of Marine Studies**  Approved by the DG Shipping, Ministry of Port, Shipping & Waterways, Govt. of India. Affiliated to Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005 |

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|  | **Sriram Institute of Marine Studies**  Approved by the **DG Shipping, Ministry of Shipping, Govt. of India.** Affiliated to **Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005** | ISO/QMS Clause No 8.5 |
| Form No: |

{to be filled by the agency/agent or person claiming discount

**Referral letter by agency/agents/marine officer/rating discount against son of widow/ex /serving naval and coast guard /SIMS Staffin regard to admission in Pre Sea course.**

Course name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of student registered in course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of student: {To be filled by sponsoring/referral }

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person referred student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Agency/Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E Mail id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of agency/address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honourium paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in words\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mode of payment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date of payment received\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_ Signature with name and date

Approved by :

Joginder Singh

Executive Director

For Sriram Institute of Marine Studies

To be submitted along with registration /admission application

Accounts department for info and records