**An affidavit to be submitted by the employees and Consultant of Sriram Institute of Marine studies {SIMS}.**

**I understand that the institute is a DG Shipping, Govt. of India, approved MTI and affiliated to Indian Maritime University {A Central university of Govt. of India} Chennai.**

**I have been appointed in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_ in this Institute by the Management to carry out teaching/administrative/HR responsibilities and my appoint is purely based on my merits in my field.**

**I am signing and submitting this format voluntary to the management of this institute on the \_\_\_\_\_\_\_\_\_\_\_ (day) \_\_\_\_\_\_\_\_\_\_\_ (Month) \_\_\_\_\_\_ year and understand the below mentioned well.**

**I pledge and state that I shall always abide by rule and regulation as laid down by the Management of the institute and carry on my duties and responsibilities in such a manner so that it should not be harming/hampering the interest of the institute, its officer or staff.**

**I am bounded to remain available as per the time table of the institute from 0900-1700 hrs on all working days except my sanctioned leave period. The protocol of leaving and reporting shall be as per the orders/system laid down to mark attendance.**

**I take pride to always turned out well, obedient, disciplined and organized for duties assigned to me in daily routine including professional assignments. In case I am unable to perform /unable to discharge my duties I may be terminated from ongoing services.**

**I undertake that self will discharge allotted duties and responsibilities at my level best at par to my CoCs/ Rank and designation as per the Quality Management System of the organization.**

**I state that self will follow all the directives and orders/ notices/internal notices as and when issued by the Institute management and liable to action/punishment according to breech of an order.**

**I am answerable to the management on my professional capabilities if students could not perform well in the final examination in my syllabus undertaken, if taught by me.**

**It is my sole responsibility to carry out my duties and responsibilities at my utmost satisfaction and in a professional manner.**

**Carry on the daily work/teaching/practical etc. shall be purely as per directives and orders from the seniors shall be my first responsibility.**

**My behavior towards my seniors shall always remain the Sober and and when any doubt arise in duty, shall take direction from them.**

**Shall not be part f any group/ person or team active/ intension of active against the management of this institute. Further understand that my appointment is purely to carry out my assign duties.**

**In case if I am found offender in running down management, its officer, shall be liable to ceased my job with immediate effect.**

**In case I am found offender in creating spreading rumors, mis-behave with senior, ill treatment of junior understand that the management reserve right to dismiss from my duties with immediate effect as per the decision/ orders of institute.**

**I undertake that that in case I am found involved in leaking any information of the institute, its owners, officers, and offices shall be treated as an official crime. Any case if I am involved in any cases of breaches of damage to the property, security, material, man, capital and repute.**

**This is for records and action of the management**

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

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