Allocation of responsibility = Clerical staff Sriram Institute of Marine Studies

Effective from 01.01.2022

|  |  |  |  |
| --- | --- | --- | --- |
| **SNo** | **Description** | **Mail id** |  |
| 1. | All course related, booking of courses, schedules and conduct of courses, dates on Practical, all queries related to e learning, checking of photo signatures of course participants in proper manner. Guidance on e learning to prospective BST and STCW courses. | coursebooking@simnd.inhelpdesk@simsnd.in | Mrs Aishwariya Saxena |
| 2. | IMS portal, issues, assignment of classes, Attendance, logging in by students issues | Opt1@simsnd.in | Mr Ashish Devedi |
| 3.  | Uploading attendance on Batch details, generation of certificate, issue of digitally signed certificates, queries by clients on such matters, Payment of RE on online fees pay,  | accounts@simsnd.inhelpdesk@simsnd.in | Mr Vivek kumar |
| 4. | INDoS application. CDC application, Office clerical work, issue of documents of Pre Sea Courses | helpdesk@simsnd.in | Rakhi Kumari |
| 5. | Receipt of students application, mail disposal/ receipts |  | Annupoorna |

**Joginder Singh**

**Executive Director**

**Date: 31.12.2021**

**Distribution: Al concerns.**