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|  | <p align="center">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</p> | ISO/QMS Clause No 8.1 |
| Ref QMS 8.0 Page : 03 | Subject Walk round and interior shoot of institute | File No IMS/ADM/16 |
| Issued by : Exe. Director | SIMS Circular No 03 of 2022 | Date:28.03.2022 |

1. This is for information to all faculty, teachers and instructors that to meet the call of the modern teaching requirements and to bring actual awareness about our institute among our prospective course students specially the Pre sea DNS and GP Rating courses. Self understands that this is call of time to keep pace with the reforms being taking place in teaching learning -process, display of institute, its facilities, faculties and infrastructure.

2. Events : {a} Walk round of Institute by undersigned and Head of institute- 30,03.2022 from 1400-1630 hrs

{b} Interior shoot by outsourced camera team. 1000-1700 hrs on 31.03.2022

3. **Walk around of institute:** It is first and foremost responsibility of ours to provide the best facilities, accommodation, clothing and training kit to cater the Pre sea courses and PPEs to the rest of courses. To verify the above, a walk around has been planned on 30.03.2022, Wednesday of all class rooms, work shops, laboratories, mock ups, dining hall, and accommodation {Old & New Hostel}. Undersigned and Head of Institute shall be taking rounds to ensure proper living, accommodation washrooms, and their fitting.

{a} Warden hostel to ensure proper functioning of accommodation system, dining hall and wash rooms in new and Old building. Wards be prepared as standard of the DGS guidelines in force.

{b} Course instructors are to assist warden in preparing hostel of their respective class accommodation.

{c} Course coordinator/ In charges being imparting theory classes to ensure that the class room equipped with all equipment as per DGS guidelines. Course instructors to assists to prepare class rooms as per inventory of their respective class/ course.

4.. **The objective of conducting interior shoot:** To present the institute online to all our course participants, Indian maritime Administration and to enable student-parents to satisfy them selves for admission in various courses conducted by us , especially the Pre sea DNS and GP Rating courses.

5. **Venue:** Campus of institute.

6. **Area to be covered:** All activities from Morning PT, Parade, Class room, Dining Halls, Workshops, laboratories, Swimming pool drill, fire fighting drills, PSCRB Drills, sports etc. shall be covered in the shoot.

{a} Parade training Anil Kumar Inst and Abhe Singh Inst Deck -in charge.

{b} Morning PT: Devendar Kumar Warden All student in proper rig.

{c} Swimming pool activities: Ashok kumar inst Deck.

Note: All students of Pre sea DNS and GP 1, 2 and 3 class shall attend PT and Parade. In-charges to ensure uniform and requirements if any.

7. **Responsibility of compartment in charges:** Compartment, laboratories, work shop, dining hall and mock up in charges are hereby informed to prepare their respective facility/infrastructure, part of ship ready for shoot. Ensure that:

- {a} Doors, walls, floor, equipment, almirah racks etc. be leaned nicely with fresh water and soap water before shoot.
- {b} Students in training be in proper rig and PPEs.
- {c} Any unwanted, junk or foreign material be removed from the compartment.
- {d} Instructor/ faculty training session may be recorded if required. Ensure proper clothing as per practical uniform code.

8.. **Bites from Chairman, Director , HOI** and few students shall be recorded in video for uploading on institute's website.

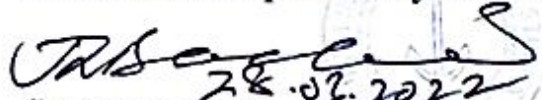
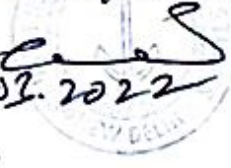
9. **Sport/ game ground and sports gear:** Anil kumar- Deck Inst has been assigned as in-charge of sports. He is to ensure the followings:

- {a} Dressing of sports ground/ courts
- {b} Have sufficient quantity of sport gear and in presentable conditions.
- {c} select players for the event.
- {d} Students be presented in proper sports uniform.

10. **Important :** Note that the objectives of ours is to present us always in a organized and orderly manner to all visiting dignitaries, parents and prospective students and officers attending Advanced and Simulator courses. Hence the wearing of uniform by the teaching and admin staff gives a sort of identification of ours as Sriram Institute and to meet the requirement of the Indian maritime Administration. Now, most of officers and teachers {Except admin} are kitted up by tailor and we expect from all to implement these orders.

11. **Requirement of faculty profile photo and write up:** All officers academics and departmental are hereby requested to submit their own write up in nutshell for purpose to upload on institute's website by 29.03.2022 in all respect. The profile photographs shall be done separately in uniform on same day 31.03.2022.

This is for compliance by one and all.


28.03.2022
Joginder Singh
Executive Director

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Executive Director

Distribution: Normal

Chairman and HOI Sir- for info, please

Main Notice Board

Through IMS Portal- All concerned