

	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 8.1	
	Ref QMS 8.0 Page : 01	Subject : Monthly training meeting July 2023	File No IMS/ADM/16
	Issued by : Exe. Director	SIMS Circular No 26 of 2023	Date 31.07.2023

The objectives of ours are, were and shall remain to spread and refine our procedures, measures and to include techniques in imparting maritime education, training and to provide/secure onboard training slots to its pre sea course students.

Meeting has been planned at 1500 hrs, Thursday 03.08.2023 in Conference Room.

Organizing this meeting is to obtain views, reviews and comments from trainer faculty, teacher instructors and students for betterment in ongoing training procedures and removal difficulty if any, faced by them.

HoDs/Course Coordinators and one instructor of deck & Engine to attend the meeting and submit the progress report in their respective department of last 03 months through presentation

Points, suggestion etc. by one and all to include in agenda for discussion/implement are welcomed. The agenda points if any be sent to HOI on his official mail id: hoi@simsnd.in. HOI is requested to kindly prepare presentation for discussion. {see attachment page 2}

Course in charges to collect students points through course instructors and submit to Head of Institute after refine.

Participants: HOI, Course coordinators, Designated and CI,

Attendance sheet: Attendance sheet as provided shall be endorsed by all participating member/officers.

This is for compliance by one and all.


Joginder Singh
 Executive Director

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Executive Director

Distribution: Normal
 Chairman for info, please
 Head of Institute
 Faculty/ Instructor – through IMS Portal
 Main Notice Board
 Guard file

Attachment to SIMS Circular No 26 of 2023 Training Meeting July 2023 scheduled on 03.08.2023

Objective of the Training meeting:

1. *The Obstructions in imparting effective training to the students.*
2. *Hidden areas causing obstructions.*
3. *Methods, procedures and action exercised by the faculty in maintaining classroom equipment, teaching aids and models.*
4. *Review actions taken on dark areas in training department by course coordinators.*
5. *Installation of Senior Instructor as Chief instructor, selection on experience*

Bullet points of Meeting

- *Welcome address to the participants- Head of Institute.*
- *Keynote address by Executive Director*

Presentation by course coordinators.

- *Sh AK Sharma MEO 2 ISO and its components a progress report on achievements*
- *Sh Devender Singh MEO 1 – FF group {basic and advanced}*
- *Capt Kashmir Singh, Master FG - Pre Sea GP rating course*
- *Capt Dheeraj Pratap Sinha, Master FG Report on DNS course Aug 2022 and allied courses– Progress and achievements*
- *Needs of continual improvements in training, assessment and action on feedback received from the course participants.*
- *Staff internal training and assessment of faculty and instructors -*