

	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
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The institute is accountable to ensure safety, welfare to its admitted students of all courses and in same manner the to provide information to he parents in regards to their wards. In same manner it is responsibility of the parents to provide correct information to the institute management in regards to their family situation.

This has been observed that almost parents are in habit of making phone calls to undersigned for leave request stating reason of hospital admission of elderly grant parents. This possible because the student are in habit of sharing mobile number of undersigned with parents to specifically call to crash the administrative path and sanction leave quickly. This disturb brain balance as the parent take right to call undersigned at any time, Sunday, holiday. Students of such parents shall be severely dealt if any case reported with immediate effect.

This institute has laid down proper system of sanction of any leave to its student. To maintain disciplined the course coordinators are the correct link to undertake the issue pertaining to leave, welfare, difficulty morale etc of students, hence with immediate effect the respective course in charges shall share their e mail id with their respective course students for any such reasons. This is also important that any false reason if submitted for grant of leave, officers to take necessary action. A proper register be maintained by all course in charges on subject..

Couse coordinators are hereby informed to encourage their courses student on subject


13/08/2023

Joginder Singh

Executive Director

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Distribution : Normal

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