

	<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 8.5
Ref QMS 8.0 Page(s) : 02	Subject : Reporting procedure on STCW course participant	File No IMS/ADM/16
Issued by : Exe. Director	SIMS Notice No 16 of 2023	Date:22.02.2024

This institute has been imparting Maritime education and Training as per the very best directives of the DGS. Our efforts are always on to do better than best. It has been observed that the booking team is not able to receive proper imputes from the STCW Basic and Advanced course instructors/Demonstrator on reporting in their course by a course participant. This not only create bad name to us also create difficulty to ensure proper administration.

This is known to all that all courses has time bound for uploading batch details on the E Governance o the DGS, the students are enrolled in CAS to mark their attendance ensuring that Photo and signature are verified by the DGS CAS. Sometimes the participant directly sent to the class room so as to avoid undue rash on gangway. In this process sometimes we miss a candidate to upload in batch details. To facilitate he participating officers/crew, the following actions be observed by the team Sriram.

- {a} Booking team to ensure that all course participant has been informed through mail and notification well in advanced. In addition to this, also contacted telephonically on conduct of course and clothing, documents etc.
- {b} Upload batch detail of a course on or after 1700 hrs on previous day or by 0930 hrs on course day.
- {c} Continue to inform undersigned, Course coord, demonstrator, Accounts as per check list provided to booking team.
- {d} Course Demonstrator shall collect a copy of course participants in one day advanced latest by 1700 hrs, however the booking team to keep demonstrator in copy of their mal also.
- {e} All course demonstrator to go to their respective course class room and ensure that all students has occupied their seats by 0950 hrs, No student/participating student is allowed to roam around.
- {f} A format is provided as attached to this notice be filled and signed by respective Basic STCW and Advanced STCW course Demonstrator on daily basis and submit to Mr Rajender Singh/Riya latest by 0950 hrs. Ensure that information mentioned on White board be completed prior to arrival of faculty in their respective classroom.
- {g} Booking team will verify that all students booked in a course has reported for training and data uploaded on batch details.
- {h} All demonstrator be allotted classroom teaching in course time table {or to remain in classroom with faculty} to demonstrate safety equipment, teaching aids or equipment kept in class rooms for practical / live demonstration.
- {j} Live demonstration should be conducted by the faculty nominated in course time table, demonstrator to ensure timely and properly prepare equipment and documents for the demonstration.

Records of Practical classes: The DGS has directives of record video recording of demonstrations/practical conducted during every course. To en-strength procedures, demonstrator shall record sequence/list of practical training conducted in a course and the same be endorsed by the faculty conducted the course. The book to be presented to undersigned through Course in charge and Head of institute.


Care and maintenance of classrooms, teaching aids, inventory and class room equipment. A Demonstrators is hereby informed that he is accountable to the management towards upkeep, cleanliness and maintenance of his courses.

This is for information to all instructors that with immediate effect they are to remain available during evening maintenance muster at 1700 hrs on working days. Sh Dewendu Sinha MEO III shall be officer in charge of evening muster. Duty Instructor/warden shall conduct muster and report to officer of muster.

Reporting institute and tea timing observed by all instructors: this is for strict compliance that all instructor shall remain ready to take up daily work by 0930 hrs on all working days. Ensure they have changed into daily working rig by the time and report to their classroom. They are to reach institute well before so as to do so.

Tea timing in forenoon and afternoon session. This is strictly ensured that no instructor is allowed to leave any class for the reason except time as mentioned in course time table. Faculty preparing time table of Pre Sea GP and cadet are requested to synchronize tea time of Pre sea courses so as to match with Safety courses.


This is for strict compliance by all


22.02.2024
Joginder Singh
Executive Director
for Sriram Institute of Marine Studies

Joginder Singh
Executive Director
Distribution: Normal

Chairman/HOI for info, please
Manin Notice Board
All concerned through Institute Website

Encl: SIMS Notice No 1642022

	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	Form No	
		Date	
		Rev No & date	

Original Copy 1 for Booking team

Daily state of course participants- day and date: _____

Name of Demonstrator				
Course name				
Strength as per list by Booking team				
No of participant reported				
Absentee if any				
Name of absentee:	SNo	Name	INDoS	Contact No
White board updated handout				
Hand outs distributed to participants.				
All teaching aids, classrooms equipment Accessory is in order, report if deficient.				

Forwarded to Booking team at _____ hrs on _____ {day} of _____ {year} _____ by me.

Name and signature of demonstrator _____

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Duplicate copy for demonstrator :

Daily state of course participants- day and date: _____

Name of Demonstrator				
Course name				
Strength as per list by Booking team				
No of participant reported				
Absentee if any				
Name of absentee:	SNo	Name	INDoS	Contact No
White board updated handout				
Hand outs distributed to participants.				
All teaching aids, classrooms equipment Accessory is in order, report if deficient.				

Forwarded to Booking team at _____ hrs on _____ {day} of _____ {year} _____ by me.

Name and signature of demonstrator _____

[Signature]