

	<b>Sriram Institute of Marine Studies</b> 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 8.5
Ref QMS 8.0 Page(s) : 01	<b>Subject: Re inspection of institute by the DG Shipping-</b>	File No: IMS/ADM/16
<b>Issued by:</b> Exe. Director	<b>SIMS Circular No 21 of 2025</b>	Date: 20.11.2025

This is for information for all officers, instructors, administrative, logistics and Multitasking Staff that the **institute shall be inspected by the officers of MMD Noida on Wednesday, the 26<sup>th</sup> November 2025.** All infrastructure, facilities, including workshop, mess decks, sport ground, academic records, documents of all department shall be verified during the re-inspection.

**Departmental executives** are to put up their records to respective course coordinator in regards to training, **fees records, store keeping, uniform bills, receipt & issue, clothing books of students** etc. be ready in all respect for inspection.

**Toilets, WCs, mess decks, dining hall, assembly hall accommodation wards should be nicely cleaned and arranged in all wards. Course instructors to ensure proper operation and functioning of items and its arrangements however providing above is responsibility of appointed warden.**

**Course Coordinator and DNS training team** is responsible and to ensure all equipment of DNS labs, workshop, chart house, navigation lab students ward, issuance of books, clothing, feedback, course time table, instructor log, action on weak student, unit exam, question paper, answer sheet, placement records, issuance of and completion data of SSTP by cadets be kept updated.

**Undersigned shall be walking around the whole institute to carry out /check preparation by all department at 1130 on Monday, 24<sup>th</sup> November 2025.** HOI and course coord to accompany. No make & mend routine. All staff officers on full time faculty, instructor and associated staff to attend institute full time on Saturday on ie 22th November 2025.

**This is for strict compliance.**

  
**Joginder Singh**  
Executive Director

**Distribution:**

**Chairman:** for information

**Head of institute** for implementation

Course in charges – GP rating

Main Notice Board Dining hall

Main Notice Board- Old hostel

Main Notice Board 2<sup>nd</sup> floor GP hostel