	<p align="center"><u>Sriram Institute of Marine Studies</u> 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 : 1	Implementation of responsibility of course instructors	File No : SIMS/ADM/16
Issued by : Exe Director	QMS Notice No 24 of 2021	Date : 06.11.2021

This institute imparts Maritime education and training including onboard training to the students of Pre Sea courses as fully residential, regimental and disciplined.

The young students are always seeks tips on all above 03 aspect as their field of work normally remain international and it require proper training on antiquates, language and Non-verbal communication during their on board training and further career.

The course officer/coordinator and course instructor are the key to bring the difficulty, requirements and any issue of students to the management so as to enable a student to complete his training in a very well organized system/procedure.

The course coordinator and instructors are also key in maintaining the daily activities, records and further planning of training to the management.

In view of above, it is decided that all deck instructors shall be carrying out the responsibilities of Course instructor of one class each. The same are narrated in the quality manual of this institute.

In nutshell, to begin with, the course instructor shall ensure the following in respect of his allotted /nominated class in addition to his duties.

- (a) Instructor log and progress book be signed by the faculty and instructor on daily basis,
- (b) Course in charge to sign /endorse on daily basis.
- (c) Head of institute to also endorse the same on same day.

2. He is to ensure turn out, outfit, issue of books, stationary in respect of his course

3. All matter pertaining to the student discipline, training, welfare {including leave request/special request} etc. be forwarded to the course in charge for his action/disposal.

4. Walk rounds of wards/hostel rooms be carried out on daily basis between 0845-0900 hrs on all working days to check the boys has secured their rooms properly such as spread f bed sheet , pillow in position, shoes arranged in racks, all under garments are at appropriate place, no unwanted material is kept in rooms. Note cleanliness and hygiene be ensured including sanitation of the wards and render repot to HOI sir.

All technical instructors shall be responsible for maintenance of hostel, institute building, swimming pool, Electrical equipment, plumbing, carpentry and changing rooms.

These order shall be extended in near future as and when any further requirement if arises.


Presently the following instructor shall carry out the Course instructor duties

SNo.	Course	Course in charge	Course instructor
(a)	Pre Sea DNS	Capt Rakesh Kumar Master FG	Sh. Rajender Singh
(b)	Pre Sea GP 4	Capt RK Chhabra Master FG	Sh Jile Singh
(c)	Pre Sea GP 5	Capt RK Chhabra Master FG	Sh Abhy singh
(d)	Pre sea GP 6	Sh Subhash Singh Yadav C/O	Sh Prabhu dayal
(e)	PSCRB, PST, Its ref	Capt DS Yadav Master FG	Sh Rahual Kumar
(f)	PSSR, PSF, SSO, STSDSD	Sh Trilok Saini Capt (Retd) IN	Sh Anil Nain
(g)	Seamanship Lab	Sh Ved pal	Inst deck
(h)	Navigation room	Sh JP Tyagi faculty	Faculty deck
(i)	Chart rooms	Sh Subhash Yadav C/o	Faculty Deck
(k)	Sports ground, equipment	Sh Devender dalal	Hostel warden
(l)	Seamanship all practical	Sh Anil K Nain	Deck inst

Technical /maintenance department

(a)	All electrical maint	Sh Devender dalal	Hostel warden
(b)	All plumbing maint	Sh Yadram	Inst Tech
(c)	Changing room S.Pool Basic FF Mock up	Mani ram	Inst FF
(d)	Swimming pool (Deck concern)	Rahul Kumar	Inst deck
(e)	Adv. Mock up all maint	Dev Saini	FF inst
(f)	Extinguisher Re-Filling system	Parminder kumar	Inst Tech
(g)	Hydraulic & pneumatic System	Sh Pawan kumar,	Inst tech
(h)	Diesel Maint. Shop	Sh DK Sinha MEO 3	Faculty Engg
(j)	Fitting shop	Sh Satvinder singh	Faculty Engg
(k)	Fabrication/maint-weld	Sh Sanjai Yadav	Inst Engg

This is in force with immediate effect and strict compliance


Joginder Singh 06.11.2021

Executive Director


Joginder Singh
Executive Director

Distribution : Normal

Chairman sir for info please

All concerned

Main Notice Board

Guard file