	<p align="center"><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</p>	ISO/QMS Clause No 8.1
Ref QMS 8.0 Page : 1	<b>Subject: Conduct of 1<sup>st</sup> unit test of Pre Sea GP Rating course January 2022 course regarding (online proctor mode)</b>	File : SIMS/ADM/16
<b>Issued by :</b> Exe. Director	<b>QMS Notice No 09 of 2022</b>	Date : 10.02.2022

The overall objective of the institute is to impart best maritime education and training to its all course participants as per the very best directives and guidelines of the Directorate General of Shipping, Ministry of ports, Waterways and Shipping, Govt of India.

This institute admitted 120 students in the Pre Sea GP Rating course from 01.01.2022. As per existing directives of Govt. of NCT Delhi and DGS, institute imparted practical classes for GP 2 and GP 3 course for a month and GP 1 returned home for online theory classes through our IMS Portal. The understating and cooperation displayed by all students adjudged as best and all student attended their assigned classes as per the time table.

The institute has system to assess the students by conducting Unit test on the subject covered by the teacher every month. To ensure above, it is planned to conduct an online written test of all students of all classes of GP Course.

**Mode of examination:** : Online Proctor mode

**Date of examination:** {A Marine Engineering Knowledge {MEK} 0930-1030 hrs. 15.02.2022  
 {B} General Ship Knowledge {GSK} 0930-1030 hrs. 16.02.2022

**Process of examination:**

- o/c*
- {a} The institute has an unique e mail id: [internalexams.simsnd@gmail.com](mailto:internalexams.simsnd@gmail.com)
  - {b} Students shall login through IMS portal on assigned time and date of examination. And shall remain in camera so as the proctor can watch them.
  - {c} Students shall able to see the question paper.
  - {d} Students are allowed to write their answer on white sheet of paper. Ensure they are to mention their (a)Name, (b)Rank (c) Roll No, (d)Course, € Class, (f) Subject, (g) Page No and (h) Signature on every page.
  - € Students shall be given 10minutes time to scan and send their answer script as attachment on the e mail id: [internalexams.sismnd@gmail.com](mailto:internalexams.sismnd@gmail.com).
  - {f} students found absent in examination or doing mal practice shall be declared as failed and fine of INR 2,000/ {Two thousand only} be charged.
  - (g) Students are hereby informed in advanced that they can use their mobile phones and down
  - (h) Download zoom app and cam scanner for the examination in your mobile/laptop/desktop.
  - (j) You are to procure White A4 size sheets to write the answer.

**Type of question paper:** The test will be having objective type, fill in blanks, true or false, short answer and essay type questions and may be few sketches.

**Submission of question paper:** Course teachers conducting classes for GP Rating are hereby requested to end the question paper of their respective subject on the unique mail : [internalexams.simsnd@gmail.com](mailto:internalexams.simsnd@gmail.com) by 1600 hrs on 12.02.2022 for both practice and final tests.

**Chief Proctor of Examination:** Sh Shishir Kumar Faculty academic shall be the Chief proctor for the examination.

Proctors: The following officers shall be carrying out the duties of proctor:

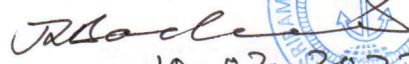
SNo	Day Date	Time-Session	Subject Code & Name	Internal Examiner
{a}	Tuesday 15.02.2022	0930-1030 hrs. Forenoon	General Engineering Knowledge	Sh DS Sinha MEO 3 Sh Tyagi JP Faculty deck Sh SS Yadav C/O
{b}	Wednesday 16.02.2022	0930-1030hrs. Afternoon	General Ship Knowledge	Sh DS Sinha MEO 3 Sh Tyagi JP Faculty deck Sh SS Yadav C/O

**Logging in for examination by the students and Chief Proctor and proctors:** 0900 hrs. on examination days. Late joiners may be not allowed as the proctors to carry out attendance, surroundings of your place.

**Full dress rehearsal of examination:** To facilitate/ familiarization on on line proctor process, the chief proctor is requested to arrange a full dress rehearsal at 1000 hrs on 14.02.2022 All students of GP rating course and nominated proctors to attend the same.

**A completion report of the rehearsal kindly be render to the head of Institute by the Chief proctor latest by 1200 hrs on 14.02.2022.**

**This is for information and strict compliance by all.**

  
10.02.2022

**Joginder Singh**  
Executive Director  
Sriram Institute of Marine Studies

**Joginder Singh**  
Executive Director

**Distribution:** Normal  
Chairman and HOI sir- for information  
Main Notice Board  
Student and faculty= through IMS Portal