	<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 8.1
Ref: QMS 8.0 Pages : 2	Subject: Implementation of fresh forms – admin/trg purposes	File: SIMS/ADM/16
Issued by : Exe. Director	SIMS Notice No 12 of 2021	Date: 25.02.2022

The objectives of ours are and shall remain to provide well organized, established and realistic Maritime Education and Training including to cultivate good civic culture, manner and habits among its students. The institute is accountable to Indian maritime Administration to impart training as per the very best directives of DGS. Our administration has a lion's share to implement so and continue improvements in standard of training including assessment of possible risk in a training segment/ area.

{a} Training: The risk assessment is being done in practical training of FF and PSCRB group under Work permit.. It contains many such bullet points to ensure safety and avoidance of risk to the participating students. The need is also felt in the few courses, especially Fabrication Shop, Mast climbing, plank stage and Pilot ladder exercise/ training imparted by the Deck and Engine Department instructor. The forms has been prepared and ready for use effective from 01.03.2022.

Instructor carrying out above training shall fill the form and submit to course coordinator for information and permission from Head of Institute Note that such training be conducted once the form is approved by the Head of institute. Course in charges are to ensure that the respective instructor o check and submit form to them. This is the primary duty of course in charges/coordinator to verify/inspect gears/equipment prior to allow instructor to commence training.

{b} Administration: Many cases reported and increasing to apply leave by the instructors on a very short notice some time the previous day. It hamper the training time table and difficulty to fellow instructors. To over come the situation and manage the leave, a Monthly leave forecast form is available in the office of undersigned. All staff officer and instructor are hereby directed to be collect form from Ashish, fill up and submit to their course in charges for control. This form shall be effective from 01.03.2022 and submission by all be done by last day of every month for the coming month.

Conduct of Morning Parade training of trainees: All students are kitted up with training uniform and the 100% occupancy has been ordered by the govt. of NCT of Deli as of now. Hence the Parade Training of available students now be conducted for Pre sea courses as normal from 0830 – 0900 hrs daily except Sundays and Holidays. The following instructors from deck department are nominated for the same . these instructors are to reach institute by 0820 hrs on working days so as to commence parade training. The training shall be carried out in an organized manner ensuring the covid protocol including wearing of face mask, social distancing etc.

The objective of parade training is to cultivate, the followings among students:



- (a) Leadership and team work quality
- (b) Discipline
- (c) Grooming and correct wearing of uniform
- (d) Good turn out
- (e) Commanding group of people
- (f) Patriotism

The instructor are nominated as

- {a} Sh Anil Kumar Nain
- {b} Sh Abhe Singh

These instructor to be assigned only morning session classes and can secure for the day by 30 minute of actual working hours on every day.

Course in charges are requested to ensure that their substitute on account of their leave, ty duty or absent of casual/medical or annual leave be provided in time so as to avoid any damage to Parade training.


26.02.2022


Joginder Singh
Executive Director
Sriram Institute of Marine Studies

Joginder Singh
Executive Director

Distribution: Normal
Chairman & HOI Sir for information.
Course in charges.
Notice Boards