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|  | <p align="center"><b>Sriram Institute of Marine Studies</b><br/> Approved by the <b>DG Shipping, Ministry of Shipping, Govt. of India</b>. Affiliated to <b>Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS} MTI Unique id : 101005</b></p> | ISO/QMS Clause No 8.5 |
| Ref : QMS 8.0<br>Page(s): 01  | <b>Subject: Submission of course fees Final instalment -Pre Sea Course GP Rating and DNS ongoing courses.</b>   | File No IMS/ADM/16    |
| <b>Issued by</b> Exe. Director  | <b>SIMS Notice No 25 of 2024</b>  | Date:18.03.2024       |

Institute allowed its students admitted in Pre Sea courses to submit their course fees in instalments so as to enable to reduce financial burdens at a time. Students attending Pre Sea Course DNS {Deck cadet} and General purpose rating commenced from 16.08.2023 and 01.01.2024 respectively are hereby informed to submit final instalment of their course fees and previous fees dues in the office of Accountant of this institute latest by PM 05.04.2024 as informed in Joining instructions.

This is to note students by any reason unable to submit their fees shall be imposed additional fine. Students are hereby directed to collect fees receipt from the accounts department between 1700-1730 hrs after clearance of their course fees payable to institute.

Accounts department in charge Mr Vivek Kumar and Mr Amarkant to log daily accounts entry on fees receipts in institute account on daily and put up for reconciliation of student fees

This is for information and necessary action.

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

**Distribution:** Normal

**Chairman** - for info, please

Head of Institute: for implement.

Main Notice Board

Faculty, instructor and students through IMS portal

Accounts Department: Collection and update fees books,

CAS operator: Inform through IMS Portal

Office/ file.