	<p align="center">Sriram Institute of Marine Studies</p> <p>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>	<p>ISO/QMS Clause No 8.1</p>
<p>Ref QMS 8.0 Page : 01</p>	<p>Subject : Modified/reporting of instructors in shift from 04.04.2022</p>	<p>File No IMS/ADM/16</p>
<p>Issued by : Exe. Director</p>	<p>SIMS Circular No 08 of 2022</p>	<p>Date: 01.04.2022</p>

The objectives of ours is were, is and shall remain to impart the maritime education and training as per the very best directives of the DGS, Govt. of India. The Central govt. of India and Govt. of NCT Delhi has now removed covid restriction and the institute shall be imparting training as full flange.

The institute has now its full outfit of instructors, students and faculty. We understand that shall able to complete the course syllabus of pre sea Courses in time as the faculty has completed theoretical portion through virtual classes.

Practical training is equally important hence we have emphases on the Practical portion of the syllabus and planned to complete by 1st week of June 2022. Hence we need few alteration in ongoing training time table:

{a} **Practical training** be commenced from 0830 to 1245 hrs for 02 GP Classes by required no of instructor. Instructors shall report institute by 0820 hrs and secure by 1630 hrs to commence training in time ie 0830 hrs. {to be termed as Shift A}.

{b} **Rest of instructors involved** in Pre sea Practical shall report institute at 0945 hrs and impart practical training for afternoon batches. They will also charge the evening clean ship along with warden on all days except Holidays/Sundays. They are to ensure that the building, administrative area, class rooms, and surrounding has been cleaned and all is in order. They are to mark their out attendance at 1800 hrs.

{c} **Instructors involved in Post Sea** courses shall report institute at 0945 hrs and secure only at 1800 hrs. Warden to allot them hands for clean ship and to maintain mock ups and pools etc.

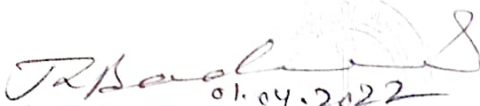
{d} **Admin clerk/staff:** they are to remain available by 0930 hrs. and to secure by 1800 hrs ensure clean ship of their respective area prior to secure for the day.

{e} **Parade training:** The routine of conducting Parade training on every day at 0830 hrs stands cancelled with immediate effect and mass Parade Training shall be conducted only for 02 days in a week on every Tuesday and Friday from 1630 to 1700 hrs of Pre sea DNS and GP Rating . Course in charges and 2nd Shift instructor shall remain available to conduct the Parade training.

The objective of issue of this order is to maintain our hostel, surrounding, building, appearances and ambience of this institute. The above is possible only by efforts and cooperation by one and all.

Many points observed by undersigned during his rounds which can be improved by our continual efforts only.

This is for strict compliance by one and all.


01.04.2022
Joginder Singh
Executive Director

Distribution: Normal
Chairman / HOI sir for Information
Main notice Board and through IMS to all