	<p align="center"><b>Sriram Institute of Marine Studies</b></p> <p>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>	<p>ISO/QMS Clause No 8.1</p>
<p>Ref QMS 8.0 Page : 01</p>	<p><b>Subject Granting short leave Pre sea course students</b></p>	<p>File No IMS/ADM/16</p>
<p><b>Issued by :</b> Exe. Director</p>	<p><b>SIMS Circular No 29 of 2023</b></p>	<p>Date 12.08.2023</p>

Institute imparts maritime education and training as per the very best directives of the DG Shipping Govt. of India. The students of Pre Sea Courses are admitted for longer course duration. Pre Sea courses are fully residential, regimental and disciplined hence has no reservation of granting long leave during the course to a student.

The DGS has permitted to grant short leave to Pre Sea course students on Sundays/holidays only. The same has also always informed to the students in Joining Instructions issued by the institute at the time of registration in course in annexure III – Daily routine. In same orders the institute has also directed to follow leave procedures and undertaking on an affidavit from the parents in case any student break any rule of this institute.

To exercise above, institute allowed duty instructor/warden to grant short leave to Pre sea course students on completion/after 01 {one} month stay in hostel to the student of Pre sea courses.

Procedure of granting of short leave: Duty instructor shall use proper register for logging of out and in time of a student in liberty man register course wise {Cadet and rating}. Routine of liberty man fall in can be had from the Annex III of joining instructors.

{a} This is responsibility of warden/duty instructor to maintain proper procedure of liberty man. Students are checked for correct and complete doning of uniform, proper turn out and logging of names at the time of departure and arrival of a liberty man.

{b} Duty instructor/warden is responsible to allow liberty to the students other than Day Duty watch only. He should have proper roaster of 03 {three} watch system and personally ensure that no student from duty watch t proceed on short leave.

{c} Time of short leave: 1000 AM to 1700 hrs on Sunday and Holidays only.

{d} Duty Instructor Warden to place him self on main Gate or instruct Guard /duty person or student on main gate duty that students are report on Gangway {reception} later to go their mess.

{e} Restriction of bringing food items, smoking material or nay restricted item by any student shall result ceasing of liberty to all course student and necessary action shall be initiated against the defaulters.

{f} Duty instructor /warden shall carry out proper inspection of all Liberty man and ensure:  
{a} All liberty men are in uniform, Dress 8As {White half sleeve shirt, white trouser, black belt, black shoes, white socks and with head gear.

{g} All students have proper haircuts/nicely dressed. Clean shaves, wrist watches allowed.

{h} Liberty man shall strictly proceed on times mentioned in annex III after inspection by the duty instructor/Warden only.


{j} In case any student if found or reported in civil cloth or from Duty watch of the day, proper disciplinary action shall be taken including stoppage of liberty till further orders.

{k} All instructors are hereby directed to brief liberty men after inspection and consequences of reporting late.

{l} An additional column be formed in liberty book taking contact detail or emergency number of parent/local guardian to meet any difficulty.

{m} Student are informed that they are proceeding on short leave at their own risk, the institute or its officer, duty officer or staff shall not be responsible in case any incident or accident.

{n} No request of extension of liberty period to any students shall be undertaken at any cost, proper disciplinary action including call parents in the office of undersigned.

  
14.08.2023

Joginder Singh

Executive Director

**Joginder Singh**  
**Executive Director**

Distribution : Normal

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