

	<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 : 01	<b>Subject Mid term Examination of Pre sea courses DNS and GP Rating July 2023</b>	File No IMS/ADM/16
<b>Issued by :</b> Exe. Director	<b>SIMS Circular No 31 of 2023</b>	Date 28.08.2023

This is for the information to all student of Pre sea courses GP Rating commenced from 01.07.2023 and DNS from 21.08.2023 that the institute has planned Mid Term examination in respect of Pre Sea GP Rating course form 18.09.2023 to 20.09.2023 and Assessment in respect of DNS Aug course from 21.09.2023 to 27.09.2023 as directed in the guidelines of the DG Sipping, Govt. of India and Indian Maritime University Chennai.

**Conduct of examination :**

{a} Pre Sea GP Rating: Students of Pre sea GP Rating course shall be examined as per the procedure of BES hence Written, Orals and Practical examination shall be conducted. In addition to above, examination shall also include presentation of Practical work book, GSK & MEK Journal and Student diary issued by the institute.

{b} DNS Course: DNS Course students shall be examined through class test/subject wise written examination. Practical log books, behaviour, Journal etc shall also include in assessment.

**Procedure of Examination:** Course coordinator to submit question bank for written examination to Sh Shishir Kumar Faculty Academic by 12.09.2023 in case of GP rating and to Capt Dheeraj Sinha Master FG {Head NS} in all respect, the selection of question shall be done by the team of experts. The question paper shall be compromises of objective, subjective and MCQ type for GP Rating and subjective for DNS Course.

**Seating plan :** Proper seating plans for written examination be prepared by the nominated Chief Superintendent for DNS and GP Examination.

**Nomination of Exam superintendent:** HOI is hereby requested to nominate a senior instructor to carry out the duties Examination superintendent. Mr Shishir Kumar shall be Chief Superintendent for the examination. The navigation laboratory be marked as Chef/Superintendent Room.

**Requirement of stationary, answer sheets, nominal roll formats, examination pads, question banks, attendance sheets etc.** Sh Shishir Kumar Faculty academics is hereby directed to submit examination related above requirement on Staff Minute sheet by 06.09.2023 in all respect to undersigned.

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**Submission of result:** Faculty {whether full time or part time} imparting classes in DNS and GP rating course shall submit result of their respective subject on 3<sup>rd</sup> of conduct of examination. Course coordinators are to inform visiting faculty on subject.

**Action on weak/failed students:** Course coordinators are hereby informed that soon publication of the results, a time table be drafted for weak students to impart extra classes for them.

**Grant/sanction of leave to trainee:** All students are hereby informed that no leave shall be granted /sanctioned to any student during the examination as no separate examination shall be conducted for individual. In case any such situation arises, institute shall charge INR 5,000/ {Five thousand} to conduct additional examination.

**Impact of Mid term examination/Assessment:** Student by any reason unable to attend above examination shall be barred to attend final examination.

**Records of examination attendance:** Sh Shishir Kumar and Exam Superintendent shall submit daily attendance of examination. Proper recording of absentee student be marked and sent in the office of undersigned on daily basis.

**Sh Sudhir Nijhawan MEO 1 HOI and Capt Dheeraj P Singh Master FG {Head NS} are to ensure the timely action in respect of Pre Sea GP Rating course respectively as directed above orders.**

This is for strict compliance

  
28.08.2023

**Joginder Singh**

Executive Director

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

**Distribution : Normal**

Chairman for information

Sh Sudhir Nijhawan HOI

Capt Dheeraj Sinha Master Mariner HoD Naut.

Guard file;