


Booking / Admin Office

	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	ISO/QMS Clause No 8.1
Ref : QMS 8.0 Page : 1	Subject : Leave quota for the year 2021 in respect of faculty and staff enrolled on fulltime only	File No : SIMS/ADM/16
Issued by : Executive Director	QMS Notice No 10 of 2021	Date : 29.08..2021

The worldwide spread of covid 19 has disturb he conduct of physical classes and process of conduct of Online class/VMS/Virtual learning adopted by the institute to ensure the timely completion of course syllabus and to conduct final examination of the enrolled students specially Pre sea courses.

The DG Shipping, ordered to impart practical training to the Pre Sea course students in ration of 1:3 so as the aspect of Practical training should not remain untouched and students to learn and proceed to sea as trained seafarer.

Institute recalled instructors to impart Practical training to DNS and GP rating course and Adv. Fire fighting, its ref and basic Fire fighting and also its refresher from October 2021.

During the tenure from 01.10.2021 to till date, faculty assigned to impart online classes from their home.

This is the responsibility to maintain balance in faculty and instructors so as they remain available to impart their respective assigned syllabus to a course.

Institute permitted instructors to stay home while a course students has reported and kept in quarantine and no deduction in faculty and Instructors' salaries implemented.

In many cases especially instructors are in habit of avail an un planned leave, hampering the on going practical training. In many cases even leave request are not submitted after availing leave.

Understand that receiving leave application from faculty and instructors at stage, seems that may be under impression of full leave can be availed.

Faculty and staff instructors are hereby note that the leave for the current year being calculated on pro rata based on the month institute is attended by a teacher.

Leave availed in access by any faculty or instructor shall be settled by deducting the salaries of no of access leave availed by an individual.

Training coord has been already provided format to calculate and put up to undersigned.

This is informed that the leave request for the coming week are to be submitted to training coord latest by every Thursday so as to grant/sanction leave. All leave shall be granted by the Undersigned directly.

Course in charges to note that any leave request if received from a Pre Sea course student be submitted to training coord along with supportive documents for necessary action.



Joginder Singh
Executive Director
Sriram Institute of Marine Studies

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Executive Director

Distribution: Chairman sir for information.
Head of Institute : for information and action.
Course coordinator, faculty and instructors : for information