	<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>	Ref/ISO/QMS 8.0/Clause No 8.1
Page (s) : 1	<b>Subject : Clearance of Pending CDCs          application-Pre Sea Course for GP Rating Jan          2020 &amp; 2021</b>	File No : SIMS/ADM/16
<b>Issued by :</b> Exe. Director	<b>QMS Notice No 14 of 2021</b>	Date:16.09.2021

The basic Safety Training and Security training to Seafarers with designated Security duties {STSDSD} course are an integral component of Pre Sea Course for General Purpose Rating course as per the GP Course curriculum. Students admitted in the Pre Sea Courses are provided to the students in-campus Basic Safety training course under the fees structure of GP rating course.

To ensure the correct data as per passport entry and to avoid any such difficulty, institute assist students to provide /apply CDCs of our own students after completion of successful 03 tier process of Basic Safety courses.

Few student projected internet issues during lock down and to understand 03 tier process of STCW courses of the DGS, delayed them to clear their examination even after provided more than one attempts.

Now the students has acquainted enough knowledge on 03 tier process and most have attended their Basic Safety courses including STSDSD Courses. Few students are still due to attend their Online exit examination.

This is important to note that the CDC application has certain criteria, hence left over students/not applied their CDCs are advised to correct the followings:

- Name as per passport in course certificate and Seaman Profile
- Date of birth same in passport and academic certificates
- Signature as per the passport.
- Correct address in passport and seaman Profile
- Medical valid and updated on Seaman profile by the Marine Clinic.

We are displaying list of students course/class wise with this notice via IMS Portal for corrective action by affected lot so as to save time and undue process, harassment to the students.

**The institute shall pay the CDC fees only for 1<sup>st</sup> time application.** In case of rejection by above reasons, the individual shall be responsible for the fees payment or he can apply at his own by logging in his seaman profile.

**Medical facility :** Students can proceed for obtaining their fresh medical to Ms Sai Sushma Marine Medical center on 22.09.2021 & 23.09.2021. A fees of INR 1,500/- {one thousand five hundred only} shall be charged from the students reporting on above given days. This



facility is available only for Pre Sea course students of Pre of Pre sea course students of courses commence from 01.01.2020 and 01.01.2021 only. **Contact No 9015956789**

All students are hereby informed that they are to complete process of completion of Basic Safety course, Security Training to Seafarers with Designated Security Duties {STSDSD} by 21.09.2021. They can approach for CDC application in campus on or after 24.09.2021.

This is important to note that no students shall be charged fees for CDC application in any type, kind or form. Any student involved or any matter reported of such nature shall be treated seriously and stern actions shall be initiated including barring entry in the institute campus.

**Turnout:** All students visiting institute for the above purpose are hereby informed that the dress code for the visit is smart casual. Shorts, chappals T shirts (without collar) kindly be avoided.

**Information over phone:** In case any student seek any information o his application, kindly speak to Miss Rakhi on contact No 9990565959. Disclose your name and class, roll No and issue so as to take up the case.

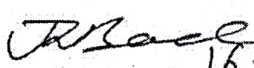

**Documents to bring:** All students applying CDC application are hereby informed to carry the following Original documents mandatorily in person.

- (a) Passport
- (b) Class 10<sup>th</sup> mark sheet
- © Medical report Annex IV issued by a DG Shipping approved doctor only.
- (d) Passport size photograph in white back ground. (e) Signature on a white stripe of 1-5x2' with blue ball pen.

**Dues and owes:** All students are hereby informed and note that they must clear the fees, pending if any.

**Covid protocol:** All students visting institute are to ensure that they are wearing proper face masks, have small bottle of sanitizers, use sanitizing facility of institute and maintain distance of 2 feet at all times and gathering at any place any time is not permitted. Defaulters shall be barred entry for next 06 months.

This is for information and strice compliances.

  
16.09.2021  
  
**Joginder Singh**  
Executive Director  
for Sriram Institute of Marine Studies

**Joginder Singh**  
**Executive Director**  
Distribution: Normal

Chairman sir- for information

Head of Institute

Students through IMS Portal

Main Notice Board.

Miss Rakhi – Dealing clerk

Account department for fees payment and accounting= Vivek kumar Accountant