	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 : Adaptation of Centralized attendance System of DGS by the institute QMS 8.0 Page : -1	File No : SIMS/ADM/16
	Issued by : Exe Director : QMS Notice No 23 of 2021	Date : 06.11.2021

This is to inform all the students of Pre Sea Courses that the institute has started function with 100% occupancy in case of Pre Sea courses with effect from 01.11.2021. The courses were also informed that the institute has also adopted the Centralized Attendance System {CAS} of the Directorate General of Shipping from 01.11.2021. The CAS is a system by which a student to mark his attendance through a camera fitted in the institute and the result {Output} shall be recorded directly in the Directorate Training branch. All student shall mark their attendance of courses mentioned below through CAS from 08.11.2021. In any case student not logging his attendance shall be considered as absent.

Note that all courses shall be attending practical in campus however the theory classes shall continue in Online System. To

SNo	Course	Strength	Venue	Remarks
(a)	DNS	SI No 01 to 20 SI No 21 to 40	DNS Class room Assembly hall Rear side	
(b)	GP Rating 1	SI No 01 to 20 SI No 21 to 40	GP 1 Class room PSF Class room/Computer Room	
(c)	GP Rating 2	SI No 01 to 20 SI No 21 to 40	GP 2 Class room Assembly Hall- Front Side	
(d)	GP Rating 3	SI No 01 to 20 SI No 21 to 40	GP 3 Class room Library	

Head of Institute, Sir is hereby requested to kindly ensure that in case any difficulty arises in above seating plan /arrangement, do take/ allot a fresh classroom other than Adv FF and PSCR. The students are already informed on adaptation of CAS by the institute CAS attendance system and consequences, if any student does not produce 90% attendance.

The attendance is an important aspect in training, hence these {CAS} shall be accounted on 01 attendance shall be call classes attended by in a day a student.

Head of Institute, if desire can nominate 01 instructor {Course instructor} to remain in Online class along with the students.

The objective of above order is to ensure proper discipline among the students during online classes only.

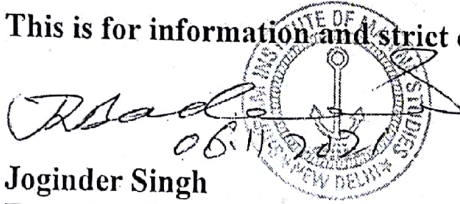
The students are also being informed by copy of this attachment on subject above.

Attendance of faculty and Instructors on CAS: Faculty and instructors attending institute are already logging their attendance through CAS. Hence it is understood that there is no doubts/difficulty is experienced in CAS in attendance of Faculty or instructors.

Important: All students are once again informed that as per the directives of the DG Shipping, orders in force as of now, any students not able to produce his overall 90% attendance, shall not allowed to attend the final examination. Note that the Institute shall avoid any favor to any such student.

Monitoring of CAS and Online classes: The institute has system to monitor all the attendance of student, faculty and instructors at all times. This is the responsibility of individual faculty, staff, instructor and every individual students to maintain timing of logging in and logging out in time. Authority shall issue warning /intimation in case the output is produced poor/absent.

This is for information and strict compliance by all.



Joginder Singh
Executive Director
For Sriram Institute of Marine Studies

Joginder Singh
Executive Director

Distribution : Normal

Chairman sir for info please
HOI< Course in charges through Emails
All students through IMS Portal
Main notice boards
Dining hall.
Guard file.