	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 : Duty of Officer of Day by deck instructor.	File No IMS/ADM/16
Issued by : Exe. Director	SIMS Notice No 14. Of 2022	Date:09.03.2022

Providing good governance and administration enable the management to efficiently carry out the routine and activities in an orderly manner. The institute provides education, communication skill and civics training to its students so as to produce them an asset to the ship owners.

By virtue of past experience, the officers and staff are capable to produce more intelligent and skilled officers and rating to the maritime industry.

Being an institute involved in training of rating and officers, the responsibility of staff, officers and management becomes almost double.

To enhance even more governance, the cadets are given realistic training on officers duties normally like onboard a ship by the institute.

It has been observed by the undersigned that in many cases the course officers and instructor in habit of leaving matters like student welfare, leave request etc. for the process on the grace of the Duty Instructor. Duty warden. It develops unnecessary pressure and sometimes compel for a hasty decision by viewing the nature of request. hence it is hereby informed that One instructor each from the Deck department and MEK department shall carry out the duty of Officer of Day {OOD} on only on working days. Instructors carrying out duties of OOD shall be stationed in Warden's office. The time/ Routine for the duty hours is as under:

0900- 1230 hrs Forenoon session
 1330 -1700 hrs Afternoon session

A roaster of instructor separately of deck and Engine department shall be prepared and published/informed. No instructor is excused for the above duty irrespective of age, experience, special duty or any other reason.

This is relaxed that in case any instructor engaged in class, duties shall be attended in forenoon or afternoon as suits. The same can be decided as per training time table and classes allotted to them for practical..

Duty instructor/ warden to hand over the Warden room to Officer of day {OOD} by 0900 hrs. on working day. Ensure cleanliness, and in ship shape.

Handing over/ taking over of duty: A book be maintained to record the same and signed by them.

Responsibility of Officer of day:

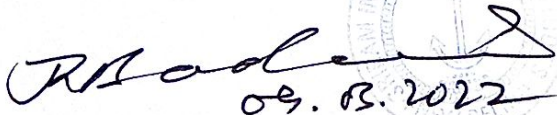
- {a} Ensure daily routine is carried out as per schedule in their duty period.
- {b} Any request of students etc. be forwarded to the HOI latest by 1600 hrs. for action by the course in charges.
- {c} Render assistance to the course participants if requested.
- {d} Avoid gathering in alleyways, verandah or Practical ground.
- {e} Create civic sense as many of course participant are in habit of carrying tea cups outside in open ground.

Accountability: The officer of the Day shall be accountable to the Head of Institute for disposal of all matters, issues and request prior to secure for the day. The Head of Institute is hereby requested to inform the undersigned on subject matters, if any.

Course in charges are hereby requested to cooperate Officer of day in carrying out his duties and complete admin work/ disposal of issue/ requests.

Officer of Day {OOD} for Old Hostel: One cadet from ongoing DNS course be nominated to carryout Officer of Day {OOD} duty in off working hours. Duty instructor/warden to note and ensure.

This order shall be effective from 14.03.2022.



09.03.2022

Joginder Singh
Executive Director
For Sirm Institute of Marine Studies

Distribution : Normal

Chairman / HOI sir for information
Main Notice Board