	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 : 4	Subject : Responsibility of officers and staff	File No IMS/ADM/16
Issued by : Exe. Director	SIMS Notice No 20 of 2022	Date:21.03.2022

The objectives of ours are and shall remain to provide a healthy, student friendly environment to our all course participants of all courses. To ensure the above, the management, students and officers are assigned certain job/ work so as to maintain a hassle free environment to its students.

The duty as prescribed in Quality Management System ISO (001: 2015 also needs to amend /alter the duties, responsibilities etc. from time to time and situation if altered by any reason.

The Quality Management Manual is being in process of refine and shall be read as under with immediate effect.

Duty of Day Duty Instructor:

Time of duty : Working hours only in 02 shifts by approved Deck instructor.

Area of work: Assist course coordinator, head of institute and administration of institute in operation of work, training and student welfare matters.

Accountability: Head of Institute

Specialization of work:

1. {a} Receiving and forwarding students matters/request, if received to Course coordinator.
- {b} Logging of movement of students if proceeding out of campus by any reason.
- {c} Logging any special/accident or events if happened and to charge on situation as leader.
- {d} He is to take rounds of student mess and accommodation at 1000 hrs and 1400 hrs to ensure that the students has cleared their wards and no student is in accommodation. Dining hall are cleaned, students wards cleaned, belongings are in placed inside, bed sheet spread and pillow with white cover placed. Shoes arranged in shoe racks. Defaulter students be called in his office for action by the course coordinator.
- {e} A book for recording such incidents be used as Day Instructor Book and all such matters be logged and signed by him.
- {f} The Duty day instructor be stationed at Warden office on ground floor in new building.
- {g} } Books, records, student Practical books, Assignment. Etc. be kept ready for all audits and inspection at all times.

A separate handing over /taking over of duty Book be maintained and put up to Head of Institute by 1630 hrs on daily basis by the afternoon Day duty Instructor.

2. Course Instructor:

Accountability : Course coordinator.

The instructor nominated as Course instructor shall be discharging the following duties/action in addition to the practical classes.

- {a} he is accountable to Course coordinator and take directions prior to conduct any training class including signing of Work permit /check list.
- {b} matters related to student welfare, punishment, disciplinary actions be forwarded to Course coordinator well in time.
- {c} he is to ensure that the Daily Training and progress Log book be signed by all teacher conducted offline classes during the day and hand over to course coordinator for his and Head of Institute signature as daily basis.
- {d} Issues related to student clothing, leave/ special request etc be handled by him during working hours only.
- {e} He is to educate his class students on general etiquettes, disciple, civic sense, mess orders, cleanliness and OLQs.
- {f} maintain student attendance of their respective classes.
- {g} conduct monthly feed back of students on last date of every month.
- {j} Assist course coordinator in preparing Weekly training time table.
- {k} Prepare his class for community work, sports, debates, quiz completion intra division completions and event as ordered by the Indian maritime administration.
- {l} } Books, records, student Practical books, Assignment. etc be kept ready for all audits and inspection at all times.
- {m} Students are turning up in proper dress code in practical and theory classes/training.

3. Warden/ Duty instructor :

Accountability : Head of institute

Functions:

- {a} Maintain daily routine work after working hours as per SIMS daily routine
- {b} Nomination/allotment of duty to Duty watch on admin and security duties and night duties.
- {c} Maintain discipline, sports and evening clean ship on daily basis by the trainee students of class rooms and administrative area.
- {d} Carrying out night round at 2100 hrs in student mess, wards, hostel, washrooms and dining hall.
- {e} maintain Gangway book and associated books maintained at Gangway and put up duly recorded/ completed to Head of institute for signature daily {working days} by 0845 hrs including check list and covid protocol forms.
- {f} Conduct physical Night Muster at 2200 hrs of messes, accommodation including swimming pool and mock ups and take action in case any difficulty and to inform head of Institute and Director over phone and take direction for further action.
- {g} Carrying out night round and record them in Night Round book.

{h} He is take action as per punishment card/ list of institute to the offensive/in disciplinary students provided h to take written approval from Head of Institute.

{j} Maintain supplies like electricity l, breakfast and night meals.

{k} } Books, records, student Practical books, Assignment. Etc. be kept ready for all audits and inspection at all times.

{l} Accountable to ensure night and morning clean ship of student messes, wards dining rooms and ready for inspection on daily basis prior to hand over his duty to Day Duty instructor.

Compartment/ workshop/ laboratory in charges;

Accountable to: Head of Institute:

Instructor and faculty assigned as in charges of these posts shall be responsible:

{a} Books, records, student Practical books, Assignment. etc be kept ready for all audits and inspection at all times.

{b} maintain inventory of their respective compartment any changes in inventory be logged frequently. Put up to course coordinator for his signature.

{c} Upkeep function ability, good condition of items in compartment to remain in presentable condition after every use.

{d} A daily check book/ check list be prepared and signed by the compartment in-charge, submit to undersigned duly signed by the course coordinator.

{e} Compartment assigned / in charges to keep their respective compartment for surprise inspection, walk round by the institute / DGS authorities at any time.

{f} A Temporary Loan Book be maintained in his respective compartment to log issue and receipt of items if done so.

{g} Ensure has and work permits/ check list are used prior to conduct any practical training class in his room.

{h} Loss , breakage, exchange or any other such activities be informed an Head of institute and endorsement be logged in respective departmental inventory.

Course coordinator: Officer nominated course coordinator as per DGS course guidelines/ directives

Accountable to: Head of institute;

{a} He is to ensure that all classes being conducted as per the published training time able by all instructors and faculty.

{b} The instructor and Warden etc. are carrying out the duties as mentioned above Para 1,2 and 3}.

{c} He is to ensure and accountable for morale, training and welfare of his course.

{d} Report received, leave request, feed backs, action and chalk out time table and conduct extra classes on week students noticed in unit /review test.

{e} He is to chalk out time table of his course for the next week by week ends.

{f} Accountable to maintain better coordination among all courses students and teachers.

{g} Chalk out activities, execute and implement orders and directives issued by the institute authorities on training, education and welfare of students.

{h} Signing daily books ensuring logging of training activities conducted in day in respective books by his subordinate and put to head of institute for signature his endorsement.
{j} Books, records, student Practical books, Assignment. etc be kept ready for all audits and inspection at all times.

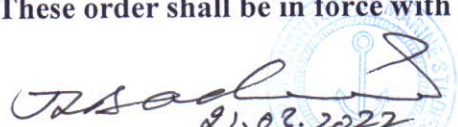
{j} Departmental instructors are taking permission through work permit/ check list prior to conduct any practical classes specially area risk is involved.

{k} Submit Half yearly confidential report of his all instructor in term of training activities, behavior, discipline and involvement in extra curricular activities by every 30 June and 30th December yearly.

{l} Accountable to maintain leave, welfare and training of staff instructor of his departmental instructors.

{l} Ensure unit /review/ mid term examination, evaluation and action as deemed fir as per course calendar.

-These order shall be in force with immediate effect and for strict compliance


21.03.2022

Joginder Singh

Executive Director

For Sriram institute of Marine Studies

Joginder Singh
Executive Director

Distribution: Normal

Chairman sir For information please

Faculty/instructor : Via IMS Portal

QMS Manual of institute