	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 : 03	Subject : An extract of DGS order No 11 of 2022- Re opening of institute by 100% capacity	File No IMS/ADM/16
	Issued by : Exe. Director	SIMS Notice No 22 of 2022	Date:22.03.2022

1. The Indian maritime Administration has always directed/guided its approved MTIs on conduct, assessment, certification to ensure imparting effective Maritime Education and training by its approved MTIs. We also pledge that we have always followed, being following and shall follow the directives and guidelines issued by the DG Shipping in letter and spirit.
2. The DGS now vide its order no 11 of 2022 dated 22.03.2022 has re opened all DGS approved MTIs to function with 1005 capacity effective from today however the order has allowance to complete commencement of off line courses in physical attendance effective from 01.04.2022. The online classes shall be comes off on 31.03.2022 in India per the above DGS Order.
3. The DGS has also mentioned that the Part B {Practical Training} UPLOADING FOR FRESH COURSES HAS BEEN CEASED/CLOSED FROM 21.03.2022, however the participants attended courses till 21.03.2022 are permitted to attend Part B {Practical training} Uploading of their detail facility shall remain intact. IMS Portal team of this institute to ensure that the booking of Part B courses on the following courses may be enabled for participant attended courses in this-institute.

S.No	Description	Date from	Remarks
1.	Proficiency in survival craft and rescue boats	01.04.2022	
2.	Ref & updating of Proficiency in survival craft and rescue boats	01.04.2022	
3.	Basic Safety Training {a}Personal Survival Technique	01.04.2022	
4.	Ref & updating of Personal Survival Technique	01.04.2022	

4. Further all officers, faculties instructors and admin staff including booking team to go through the above DGS order to avoid any possible mistake in uploading of batch details. It is to understand by we all that we needs to be strict enough while processing INDoS No, uploading batch details and I in conduct of online exit exam of Basic, Advanced and Simulator courses. The team Sriram to kindly follow the following with immediate effect:

{A} Booking team:

{a} The institute shall continue to book courses in Online mode through its IMS Portal and also counter booking I as so the case.

{b} Ensure that you have verified, Photo, signature, stream {Nautical/Engineer} Name, DOB before uploading of batch detail of every individual course participant.

{c} All participants/ booking courses be informed that they will be attending Theory and Practical syllabus in campus and on last day of the course shall appear in Online Exit examination. Any student by any reason not attending his Online Exit examination shall be withdrawn from the course. In case a candidate failed in Online exit examination shall have to re-appear examination on next day by paying INR 295 as exam fees and the exam shall be again in computer room of this institute only. Maximum 03 attempts are permitted to obtain the course completion certificate by a course participant.

{d} Encourage course participants to attend/ complete E learning and its assessment prior to attend physical class in institute.

{e} Account department/ help line generating course completion certificate in this institute note that now only single online digital certificate Course participant be informed that they will be issued with immediate effect .Booking team to inform student on subject.

5. Administrative Arrangement:

{a} Administrative Arrangement for full 100% physical conduct of courses. The institute shall revert to the Pre March 2020 {Pre covid } module with immediate effect.

{b} Publication/printing of training time table: The same shall be undertaken by the IMS portal clerk Mr Ashish Dewedi in addition to CAS – Central Attendance System.

{c} The process of notification on all activities shall remain in tact for all courses. IMS Portal clerk to alter notification and put up to HOI sir for correct and implementation.

6. The pre sea courses, simulator courses and basic safety, advanced Safety courses shall be conducted with 100% capacity in physical presence.

Actions:

{i} Course in charges and instructors nominated/assigned courses are to prepare class rooms of their respective courses by PM 26.03.2022 and submit completion report to Head of institute. Officers conducting theory classes are to confirm that smart boards, LCD Projectors, electrical fitting and equipment are operational and ready to use by them.

{ii} Demonstrator involved in practical training are to ensure all facilities for the participants such as Changing room, cold water, refreshments, tea cups, tissue papers are available with them.

{iii} Faculty, full time, part time- visiting working from home are hereby informed through copy of this notice that they are now be ready to attend institute in physical from 30.03.2022 in all respect to conduct physical classes from 01.04.2022.

{iv} We have issued various orders and directives to maintain administration for smooth conduct, better governance and effective training currently and are available on the official website of this institute for information and compliance by all.

{v} Note that the objectives of this issue is to maintain proper directives and orders issued by the DGS only. The contents has been taken to educate administrative staff, clerk and instructor so as to avoid any prospective error.

{vi} Note that all are to read DGS above order No 11 of 2022 dated 22.03.2022 for better compliance, understanding and implementation.

{vii} Booking team, IMS Portal and Account department being important in procedure of admin are to strictly obey above orders.

{viii} Also note that all department now prepare to hold 100% students in campus and to impart training as per existing directives and orders.

{ix} All procedure as laid down in Quality Management System manual be followed by all departmental officers.

{x} English Speaking classes for GP Rating on Sundays shall be commenced from 1st week of April 2022.

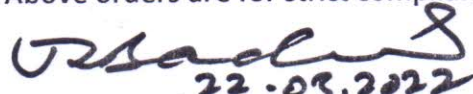
{xi} IMS Portal be opened for online booking of Part B {Practical training } of courses mentioned,

{xii} Swimming pool be cleaned and flooded by 30.03.2022. concerned demonstrator to take action.

{xiii} Practical of simulator courses be converted into 100% in one go with effect from 24.03.2022.

{xiv} FPF ref course scheduled on 24.03.2022 be conducted in physical 100% capacity. Booking team to inform course participants

Above orders are for strict compliance by all.


22.03.2022

Joginder Singh
Executive Director
For Sriram Institute of Marine Studies

Distribution: Normal
Chairman/ HOI sir-for info
IMS Portal for faculty and instructor