SAFETY RULES & GUIDLINES

Please follow bellow safety precautions during your stay at the institute for your own & others safety.

1. Report any medical defects that will be affecting your practical session or during class room hours.
2. All students are to submit medical certificate or sign statement of confirmation which proves that you are fit & in good health to carry out certain practical session or work.
3. All your valuable belongings are to look after by yourself or avoid bringing them to the College premises or do not keep any valuables in the class room while you are not in the class room.
4. Chains, Rings or any valuables should not wear or kept with you while you are attending wet drills.
5. You should not participate wet drill or swim if you are not counted for wet drills group.
6. You should not wear synthetic cloths or materials while you are attending fire-fighting drills.
7. Wear safety gears at all times at the practical sessions.

ACADEMIC RULES

1. Classes will be starting at 0900Hrs & stops at 1630Hrs which all students should strictly follow the timings & those who are missing the classes will have to cover the same session in next batch only.
2. 100% attendance for the classes is a must for all students if not certificate will not be issued.
3. There will be an assessment to verify your competence in way of written test which will be conducting after completion of theory part & practical test which will be assessing during the practical session. You have to get 60% for the MCQ & pass the practical test to satisfy the instructor as per STCW relevant column of Tables. Those who are not satisfy the requirement allow to sit for the test once within one week for re-evaluation if it is not successful student has to follow the full course before re-evaluation.
4. All communication at the College to be conducted in English only if requested explanation can be done in suitable language.

DRESS CODE

Smart Casual is highly appreciated.

1. Shirt or T-Shirt with Collar
2. Appropriate Trouser without different pattern.
3. Appropriate Pair of shoes, slippers are not permitted.

GARBAGE DISPOSAL POLICY

When deposing garbage, you are required to use allocated garbage bins for Plastic, Paper & Food wastes which placed on visible locations.

SMOKING POLICY

You are not permitted to smoke at the institute premises, if any misuse will direct to cancel your studentship.

DRUG & ALCOHOL POLICY

Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, must be strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate.

DISCIPLINARY ACTIONS

Those who are not following above guidelines or involving activities which directly affecting to the institute good name or academic activities are subjected to following disciplinary actions.

1. Warning the candidate in formal way (By two lecturers first or one lecturer & CEO)
2. Student will be rescheduled to next available course, if candidate disagree course fee will not refund.
3. Suspend presently following course by refunding half course fees back. If so student has to register again as a new student for the course. (Final authority solely depend on SMTI Management)
4. Suspend all the courses by refunding full/half fees back or without refunding fees back. (Final authority solely depend on SMTI Management)
5. Scope of disciplinary action will depend upon the seriousness of the violation of the code of conduct or damage of good name.
6. All disciplinary actions will be taken after a formal inquiry only & candidate will be given 1 week for explanation if required. (iii,iv,v action will be taken after all inquiries & candidate fails to prove that he is innocent. CEO will give the final decision)
7. If any unavoidable incident occurs or situation arises which is beyond the control of the institute management, case will be handed over to nearest police station for further actions. Institute is not responsible for any expenses or damages in this case at any cost.