



JOINING INSTRUCTIONS INTERNATIONAL STUDENTS (SAILORS)



**NATIONAL INSTITUTE OF HYDORGRAPHY
C/O HEADQUARTERS, GOA NAVAL AREA
VASCO DA GAMA – 403 802
GOA, INDIA**

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WELCOME**WELCOME**

Dear Student,

I take this opportunity to congratulate you on your selection for the course and extend you a warm welcome. These instructions are being sent to you with a view to help you prepare better for the course and for your stay at Goa, where the National Institute of Hydrography is located. You are requested to study these instructions carefully, as they contain vital information about the station, the Institute, course contents, methodology of instructions and other important information.

At National Institute of Hydrography, our prime commitment is towards achieving the highest possible quality of training in the field of Hydrography and Allied Studies. The staff at National Institute of Hydrography strives hard to give it's students an unbeatable combination of Work-Study, Adventure activities, Fun and Games for the entire duration of the course to help them develop an intimate understanding of subjects such as Nautical Charting, Coastal Zone Management, Industrial Offshore Surveys and other associated subjects, as also creativity, innovation, teamwork, physical fitness and self discipline.

Your role as a student has become more demanding with the increasing responsibility of handling the expanding horizons of technological applications in the field of Hydrography. It is therefore expected of you to come here adequately prepared to undergo the course. The standard of your preparation for the course would be assessed by your performance in the Entry Level Knowledge Test conducted within the first five days of your reporting to the institute. The National Institute of Hydrography provides an ideal setting for studies, with its peaceful and tranquil environment.

My staff and I once again wish you a very happy, pleasant and fruitful stay at Goa.

Officer-in-Charge
National Institute of Hydrography

ABOUT THE NATIONAL INSTITUTE OF HYDROGRAPHY

Introduction.

0201 The National Institute of Hydrography was established at Mumbai in 1959. The Institute was shifted to Kochi in 1961 and from there to its present location at Alparqueiros Hill overlooking Mormugao Harbour at Vasco-da-Gama in the state of Goa in 1977. At this institute we train all categories of personnel involved in the field of Hydrographic surveying. This institute conducts various courses, specially tailored for different categories of personnel from the National Hydrographic Departments, and other maritime and port organisations, both Indian and international.

0202 The institute has a highly qualified teaching faculty, consisting of 8 officers and 15 senior sailors. In addition, specialists in Hydrography and allied fields from various reputed institutions are invited as guest faculty from time to time for delivering lectures to the students. The institute is equipped with all the latest generation Hydrographic surveying equipment and training aids. The training for all courses is a judicious mix of theory and practical classes. Training in computers is integral to all courses. The students are given adequate 'hands-on' training on all surveying and computer systems. For the overall development of students, various extra curricular activities like journal writing, prepared/impromptu talks, debates, cultural activities, medical and first-aid training, cross country runs, swimming and games are included in the curriculum of all courses and are compulsory for all students.



0203 The institute is recognised as the Regional Training Centre in Hydrography for the countries of the Indian Ocean Region. Personnel from Bangladesh, Iran, Iraq, Malaysia, Nigeria, Oman, Seychelles, Mauritius, Singapore, Sri Lanka, Maldives, Myanmar, Kenya, Indonesia, Sudan, Tanzania, Vietnam & Thailand have been trained in this institute. Being an institute of international standing, we receive very distinguished visitors from India and abroad. The students are given opportunities to interact with the dignitaries visiting the institute.



0204 The Long 'H' and Basic 'H' courses offered by this institute have been recognised as a **Category 'A' and Category 'B'** courses respectively in **Nautical Charting Surveys, Surveys for Coastal Zone Management and Industrial Offshore Surveying** by the IHO-FIG Advisory Board on Standards of Competence for Hydrographic Surveyors. Officers successfully completing the Long 'H' course are awarded M.Sc. Degree in Hydrography by the Goa University.

Location.

0205 The National Institute of Hydrography is situated within the premises of the local naval base, namely INS Gomantak, atop the Alparqueiros Hill, in Vasco-da-Gama. Vasco-da-Gama is a bustling port town in the state of Goa, and is situated on the south bank of Zuari river mouth. The town has a very rich maritime culture and is also very cosmopolitan in nature. Here you will come across people from all religious and social backgrounds and from various states of India and abroad. Mormugao Port, as the local seaport known, is one of the major ports of India, capable of handling a wide range of cargo. However, the port specialises in iron-ore shipment. The Alparqueiros Hill where the institute is located overlooks this port and the estuary of Zuari river. The institute is about 5 kilometres from Dabolim Airport and is well connected by road.

**Climate.**

0206 The tropical climate in Goa is quite pleasant round the year with plenty of sunshine, except for the period of monsoons. The monsoon season, from June to September, is the period of heavy rainfall, and during this season Goa exudes a special charm. Goa guarantees a good time for all, irrespective of the time of one's visit. The average temperature normally lies between 17 C (Min.) and 38 (Max.). The place gets about 2610 mm of rainfall in a year.

ADMINISTRATION

Arrival in India.

0301 In addition to the port, the city of Vasco-da-Gama is fairly well connected by road, rail and air. It is recommended that you first arrive at New Delhi. You would be received by the staff of your Embassies/High Commissions and then be directed to the National Institute of Hydrography after appropriate briefing, settling of personal pay and allowances and other formalities. Under special circumstances or in the event of lack of time, you may arrive directly at Goa. You are requested to keep us informed of your arrival details.

Reception.

0302 You will be received at Goa by a representative of National Institute of Hydrography, who for easy identification will have a board/placard with your name and country written in bold letters. Also the representative will be in Naval Uniform.



Customs and Income Tax Clearance.

0303 You are advised to acquaint yourself with the customs regulations in force in India. Information can be obtained through the Indian High Commission/Embassy in your country. Income Tax clearance if required will be arranged by the Institute prior to completion of your course.

Air Tickets, Passport & Visa.

0304 Immediately on reporting, all students are to deposit their air tickets, passports and visas with the Course Officer till completion of their training for reasons of safety. You are requested to ensure that the documents namely passport and visa are valid for the entire duration of the training period.

0305 Passports kept with the Institute for safe custody will be issued only on the following occasions:-

- ◆ Bank transactions.
- ◆ Visit to a place within India during leave.
- ◆ Whilst moving from one station to another, during the course of training.
- ◆ On completion of course.

Accommodation.

0306 International students **under ITEC scheme only** will be provided accommodation at the Under Trainee's Block **Coral** and **Oyster**, which are located just

next to the institute. The students are **not allowed to bring their families** to stay with them.

0307 Both Vegetarian and Non-Vegetarian meals are served in the Dining Hall. You are requested to familiarise yourself with the Dining Hall rules on arrival.

Registration.

0308 Students from Commonwealth countries are exempted from undergoing the registration formalities. In the case of students from Bangladesh, registration with appropriate civil authorities is necessary, if their duration of stay in India exceeds six months. Those registered should obtain registration cards to enable exit endorsement by the issuing authority before the students leave the Institute for their country. The card with the exit endorsement is required to be produced to the immigration authority at the International Airport from which the students eventually leave. All personnel from non-Commonwealth countries, who are to undergo training for more than 90 days, are to register themselves at the International Registration Officer (FRO)/local Superintendent of Police. The Institute will coordinate all such activities.

Currency and Banking.

0309 The Indian currency unit is known as Rupee (RS.). The currency notes are available in denominations of 1, 2, 5, 10, 20, 50, 100 and 500. One hundredth of a rupee is known as paisa. Coins of various denomination of paisa and smaller denomination of rupee are also available. The exchange rates of rupees to other currencies vary from time to time. The prevalent exchange rates may be obtained from any of the banks. Branches of most well known national and international banks are situated in Vasco-da-Gama, within a distance of 2 kilometres from the National Institute of Hydrography. Additionally, we have an extension counter of Punjab National Bank within the base, very close to the institute. You may transfer your accounts to one of the banks at Vasco-da-Gama for the duration of your training. The following are the most familiar banks at Vasco-da-Gama:

♦ State Bank of India	♦ Dena Bank
♦ UCO Bank	♦ Canara Bank
♦ Bank of India	♦ Vijaya Bank
♦ Bank of Baroda	♦ Centurion Bank
♦ HDFC bank	♦ ICICI Bank

Telephone Communication.

0310 Adequate STD and ISD facilities are available at Vasco-da-Gama, from where you can talk to any part of the country or the world. The rates are quite reasonable. The area STD code for Vasco-da-Gama is 0832. The Naval Base (Gomantak) Exchange can be called up on any of the following telephone numbers: 2513950, 2513951, 2511531 to 2511540, which in turn will connect up the extension number you require. National Institute of Hydrography's extension number, manned through day and night, is 2808. Assistance will be provided in obtaining SIM cards for personal usage; however the same is to be deposited back to the Institute on completion of the course before leaving India. Some of the important telephone numbers are as follows:

2513419 - Direct line to Officer-in-Charge	2800 - Officer-in-Charge, Office
2802 - Chief Instructor, Office	2720 - OOD, INS Gomantak.

Postal Information.

0311 The Main Post Office at Vasco-da-Gama is approximately 2 kilometres from the institute, from where letters and telegrams can be dispatched. At this post office you will get to buy all types of postal stationery and stamps. All Official and personal mail arrives at the Central Registry of Headquarters Goa Area, from where it is collected by the institute's staff. Personal mail for students is handed over to the class leader in class room. Letters and parcels can also be sent or received through various courier services that operate at Vasco-da-Gama. The institute's postal address is:

National Institute of Hydrography
C/o Headquarters, Goa Naval Area
Vasco-da-Gama Goa - 403 802 (India)
E-Mail address: nihgoa@gmail.com, info-nih.goa@nic.in
Web : www.nih.gov.in

Personal Data.

0312 All international students are required to submit their Bio-Data along with statement of identification duly authenticated to the Officer-in-Charge, immediately on reporting. A specimen format of Bio-Data & Statement of Identification are placed at **Appendices A & B** respectively.

Certificate of Security and Assurance.

0313 The Security Clearance Certificate' will be obtained in respect of each student from the Government of the country concerned before their departure for India, by the Indian Mission in the respective country. A specimen of the Security Clearance Certificate is placed at **Appendix C**.

Medical Requirements.

0314 All international students are required to produce the following medical documents on joining the institute, failing which you will be required to undergo a medical examination including HIV test within one month of your arrival :

- ◆ Medical report indicating any significant medical history and clinical parameters like Height, Weight, Chest measurements, Range of chest expansion, conditions of Cardio Vascular, Respiratory, Locomotor, Gastrointestinal and neurological systems. It should also include Vision and Hearing capabilities.
- ◆ Laboratory investigations including HB %, TLC, DLC, ESR, ECG both resting and after DMT/TMT and Chest X-Ray/ECG tracing etc.
- ◆ AIDS free certificate from any of the WHO collaborating laboratories. 'HIV Free Certificate' issued by Government hospitals and Armed Forces Hospitals of the students country is also accepted in lieu of certificates issued by WHO collaborating laboratories. Format of the AIDS free certificate is placed at **Appendix D & E** respectively.

Clothing.

0315 You are to be in possession of summer uniforms including ceremonial uniforms as applicable to your service, at the time of reporting to the National Institute of Hydrography. Sufficient stock of uniform accessories like cap badges, buttons should be carried as these are not available in India. You will be required to attend formal parades and functions, hence requirement of good ceremonial uniforms need no further emphasis. You are also required to be in possession of sufficient items of games rig. A list of clothing required is placed at **Appendix F**. In Goa, tropical clothing is required throughout the year. Light woollen clothing can be worn during December and January.

Living Allowance.

0316 Students under the ITEC scheme and Aid programme are entitled to a living allowance as promulgated from time to time by the Government of India. The living allowance for each month is payable at the beginning of the month. Living allowance rate is currently Rs. 4,000/- per month. The Base Logistics Officer (Goa) will pay all pay and allowances due to the international students, both officers and sailors, every month.

Identity Cards.

0317 On reporting you are required to deposit your identity Card with the Course Officer for safe custody and in lieu you will be issued with special identity card. This identity card will be withdrawn on completion of your training. You are personally responsible for safe custody of the special identity card and you are to be in possession

of the same at all times. The special identity card is to be produced on demand by Security Personnel or any superior officer. Any loss of the identity card is to be reported to the Officer-in-Charge and the civil police immediately at the earliest opportunity. **The loss of identity card will attract a fine of Rs. 2,500/-** and disciplinary action as per current Naval regulations. These special identity cards are to be surrendered to the institute's staff on completion of the training. You are required to be in possession of three in no. passport size photographs and its negative (both in uniform). You are required to be in possession of eight in no. passport size photographs in civilian clothing for registration & opening of bank account.

Holidays.

0318 26 January, 15 August and 02 October are celebrated as National Holidays in India. However closed holidays for the year are notified by the Govt. of India every year.

Regulation for Leave.

0319 Leave other than scheduled leave will not be granted during the course. Students desiring to avail unscheduled leave will be required to obtain permission from their Embassies. Such permission will have to be communicated by the embassies to NHQ, New Delhi.

Places of Interest in Goa.

0320 The state of Goa is a popular tourist destination, situated on the West Coast of India. Its clean and sunny beaches are the main tourist attractions. Goa is hence known as the 'Land of sunshine and beaches'. In addition to numerous beaches, there are many places, rich in natural beauty and of great historical and religious significance, one can visit in Goa. The main tourist season begins after the monsoon rains in September and ends in February with a grand Carnival, just before the start of the Christian season of Lent. Goa is particularly colourful during Christmas, New Year eve and the Carnival, with dances and gaiety galore. The climate in Goa is quite pleasant year round, with plenty of sunshine, except for the period of monsoons. The monsoon season, from June to September, is the period of heavy rainfall, and during this season Goa exudes a special charm. Goa guarantees a good time for all, no matter at whatever time of the year they visit. One can visit all places of interest in Goa by Government or privately run bus tours. These tours operate daily from Vasco da Gama and are reasonably priced. We will help you to arrange the sight seeing tours.

(a) Towns

Panaji: The capital of Goa, a small and charming city on the left bank of silvery Mandovi river, with beautiful red-roofed houses, built in Latin style, also boasts of many modern houses, well laid gardens, statues and avenues lined with Gulmohar, Acassia and other trees.

Madgao: It is around 35 Kms from Vasco da Gama situated at South Goa, The Capital of South Goa District in the hinterland of southern Goa in

Salcete taluka, is a thriving commercial metropolis linked by rail to the rest of India and Mormugao Harbour and by national highways with Maharashtra & Karnataka. It has imposing old mansions and modern buildings.

Mapusa: 13 Kms from Panaji. The capital of Bardez Taluka, on the national highways, is at the cross roads of the network of highways covering whole of northern Goa. Weekly fair on Fridays, is held at the modern streamlines market, attended by large crowds.

(b) Beaches

Calangute Beach: Most popular holiday resort in Goa. Excellent accommodation facilities are available particularly at the Tourist Resort and cottages.

Colva Beach: Colva beach is the pride of Salcete and the only rival to Calangute by its scenic splendor. Here, sand, sea and sky blend in enchanting a natural harmony unspoilt by men.

Dona Paula Beach: An idyllic picturesque spot. Commands a fine view of the Zuari river and Mormugao Harbour. Water scooting facilities are available here.

Miramar Beach: A lovely golden beach of soft sand girdled with palm trees facing the blue Arabian Sea.

Anjuna Beach: A popular beach area adjacent to Chapora fort. In Anjuna there is the magnificent Albuquerque mansion built in 1920, flanked by octagonal towers and attractive tile roof.



(c) Churches

Basilica of Bom Jesus: Built in the 16th century it is the most popular and famous of all churches in Goa. The mortal remains of St. Francis Xavier kept in a rich casket, are enshrined here. The church dedicated to infant Jesus is now a World Heritage

Monument.

Se Cathedral: Most imposing of all churches at Old Goa. Its vaulted interiors overwhelms the visitors by their sheer grandeur. This Cathedral has five bells of which one is the famous Golden bell, the biggest in Goa and one of the best in the World.

Church of St. Francis of Assisi: The entrance and the choir are in Manueline style, the only fragment of its kind in the East. The interior is illustrated with exquisite paintings.

St. Cajetan Church: Built in the style of St. Peter's Basilica in Rome.

Church of Our Lady of Rosary: One of the earliest built in Goa, bears an inscription about the conquest of Goa by Afonso de Albuquerque in 1510.

Viceroy's Arch: One of the gates of Adil Shah's Fort. It was renovated by Portuguese and was the gateway to Goa for Portuguese Governors. Every incoming Viceroy used to disembark at this place.



The Church of Mae de Deus at Saligao: One of the oldest churches in Goa, built in 1597.

(d) Temples

Shri Bhagavati: The temple situated by the side of the main road, is said to be more than 500 years old. Two life size images of elephants in standing position, made of black stone on either side at the entrance welcome the visitors. The Goddess Bhagvati Asthbhuja in a standing position on a high pedestal, is very imposing.

Rudreshwar Temple in Harvalem: Located in Bicholim taluk at a distance of 45 kms from Panaji. The temple assumes importance as Hindu's perform rites for the dead here.

Shri Manguesh Temple: It is located on a hillock surrounded by rolling green hills of Priol-Ponda Taluk. Though small it has an air of distinctive elegance. Its



lofty white tower at the entrance is a landmark of the country side. This is a temple dedicated to Lord Shiva. Located at Mardol, it is one km from Shri Manguesh temple. The deity worshipped is an attribute of Vishnu (Mohini during the fight between Devas and Asuras). Main festivals: Zatra (February) and Navaratra.

Shri Shantadurga Temple: This is dedicated to Shantadurga, the Goddess who mediates between Vishnu and Shiva. Has a rich and beautiful Garbhakuda or the holy of holies where the deity is kept.

(e) Mosques

Jama Masjid: 26 kms from Margao at Sanguem. Built in the last century, the Jama Masjid was completely renovated in 1959. The new structure is remarkable for its harmonious proportions and elegant simplicity. It has four minarets whilst the entrance facade is flanked by two elegant turrets surmounted by pillared kiosks. A dome shaped kiosk rises in the centre of the four minarets.

Safa Masjid at Ponda: The Shahouri Masjid, the biggest and most famous of the 27 mosques in Ponda Taluk was built in 1560 by Ibrahim Adilshah of Bijapur.

(f) Wildlife Sanctuaries

Bondla Forest: It is one of the three wildlife sanctuaries of Goa. More than a sanctuary, it is an ideal jungle resort and a major attraction for institute going children and nature lovers. Its mini zoos, sprawling deer park in natural habitat, botanical and rose gardens attract people throughout the year.

(g) Other places of interest

Aguada Fort: It was built by Portuguese in 1609 - 1612 to command the entry into the river Mandovi, in order to protect Old Goa from potential enemy attacks. A spring within the fort provided water supply to the ships that called there. The fort is presently the Central Jail. A lighthouse is situated nearby.

Dudhsagar Water Falls: At a distance of 60kms it is accessible only by train. Water plummets hundreds of feet in large volume, in cascades, forming one of the most spectacular of all natural phenomena in Goa. A popular destination for hikers and trekkers.



Kesarval Spring: The spring emerges from hard and compact rocks and people bathe in its water with strong belief that it has medicinal properties.

Mayem Lake: Surrounded amidst rolling green hills it is an ideal picnic spot. Boating is available in the lake

Places of Tourist Interest in India.

0321 Considering the vastness of the country you will appreciate its diversity. From the icy heights of the Himalayas in the North to the tip of Kanyakumari perpetually washed by the waters of the Indian Ocean in the South, it covers a distance of 3,500 kms. It extends the same distance from Rann of Kutch in the West to the forest of Assam in the East. The country has 7,000 kms of coastline and an area of 3,287,263 sq.kms.

0322 It is almost impossible to name all the places of tourist interest in your joining instructions. Some of the important cities of India of tourist interest are Srinagar, Shimla, Amritsar, Delhi, Jaipur, Agra, Nainital, Mumbai, Bangalore, Thiruvananthapuram, Kochi, Chennai (Madras), Ootacamund, Hyderabad, Calcutta, Konark, Shillong, Darjeeling, Lakshadweep and Port Blair.

ORGANISATION AND TRAINING

Command and Control.

0401 The National Institute of Hydrography is under the direct control of the Flag Officer Commanding-in-Chief, Southern Naval Command, Kochi for all matters of training. For all professional matters pertaining to Hydrographic Surveying, the institute is guided by the Chief Hydrographer to the Government of India. The Flag Officer Commanding, Headquarters, Goa Naval Area provides necessary local administrative support to the institute.

0402 National Institute of Hydrography functions under an Officer-in-Charge of the rank of Captain of Hydro specialisation. The Officer-in-Charge of the institute is assisted by a Chief Instructor of the rank of Commander who is responsible for conduct and management of the training in the institute. The training organisation as applicable to the students is as shown in the next page.

Course Officer.

0403 An Officer from staff designated as the Course Officer for a particular course. Your Course Officer will meet you, in person, on your arrival at the institute. During the temporary absence of your Course Officer from institute, on leave, hospitalisation or duty, some other officer will carry out the duties of the Course Officer. This, however, will be informed to you. Course Officer shall deal with all the administrative, personal and training matters of the course.

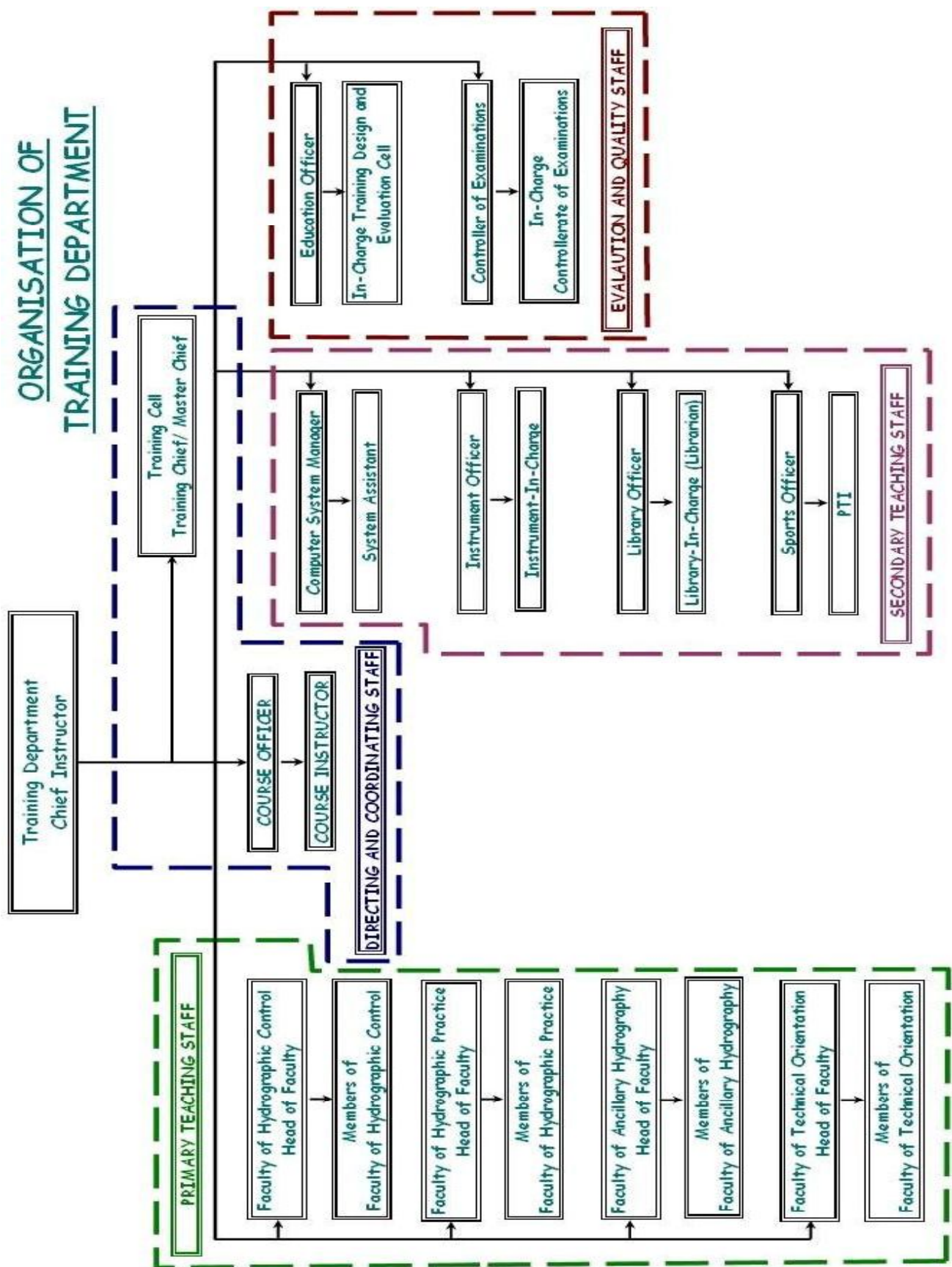
Course Instructor.

0404 A sailor-instructor is designated as the Course Instructor for a particular course. The Course Instructor will interact with you on a day to day basis. Course Instructor may be contacted for seeking any assistance, e.g. Postal, Photocopying requirements, purchase of stationery etc.

Class Leader.

0405 The senior most student in each class will carry out the duties of the class leader. The duties of the class leader are:

- * To maintain order and discipline of the class when no instructor is present.
- * To conduct class from place to place for instructional purposes, in an orderly manner.
- * To report to the instructors as per the training programme when the class is ready.



CONDUCT OF COURSES

0501 The Eligibility and Duration of various courses are as follows:-

(a) Basic 'Q' SR

(i) Eligibility and Entry Level Qualifications

- (aa) 10 + 2 or equivalent with Physics and Mathematics.
- (ab) Be proficient in English, as medium of instruction in the institute is English.

(ii) Duration 24 Weeks

(b) LS SR 'Q'

(i) Eligibility and Entry Level Qualifications

The students selected to undergo this course should meet the following minimum criteria to the extent possible. They should:-

- (aa) Have qualified Basic 'Q' SR or equivalent recognised course.
- (ab) Must have a minimum of 2.5 years experience in Hydrographic surveying on completion of Basic 'Q' SR course.
- (ac) Be proficient in English, as medium of instruction in the institute is English.

(ii) Duration 08 Weeks

(c) PO 'Q' SR

(i) Eligibility and Entry Level Qualifications

The students selected to undergo this course should meet the following minimum criteria to the extent possible. They should:-

- (aa) Have qualified Basic 'Q' SR and LS SR 'Q' course.
- (ab) Must have a minimum of 07 years experience in Hydrographic surveying on completion of Basic 'Q' SR course.

OR

Diploma in Hydrographic Surveying from any recognized institute with at least 08 years of experience in a National Organisation.

- (ac) Be proficient in English, as medium of instruction in the institute is English.

(ii) Duration 18 Weeks

Course Curriculum.

0502 The main subjects which will be covered in the professional phase are given in **Appendix G.**

Weekly Training Programme.

0503 The schedule for classroom/practical instructions for each course is promulgated every week through the Weekly Training Programme. This weekly training programme will be ready on the last working day of the preceding week and a copy put up on the notice board in the classroom allotted to each course. The class leader is responsible for the collection of the weekly training programme from the Trg Cell, on the last working day of the preceding week.

Training Hours.

0504 The Institute follows a six day week routine. The working hours are from 0730 h to 1330 h on all working days. In addition on Monday to Friday, Practical are conducted from 1545 h to 1800 h. The class timings are as follows :

Session	Timings
Session I	0740-0900
Session II	0900-1020
Tea Break	1020-1040
Session III	1040-1200
Session IV	1200-1320
Dog watch	1545-1800

* Make and Mend routine (i.e. up to Lunch only) is followed on Saturdays. On Saturdays, training is conducted till 1240 h.

0505 You are expected to follow the routine of the institute at all times and participate in all general evolution's and activities such as parades, sports and cultural programmes.

Medium of Instruction.

0506 The medium of instruction is English. Some of the Hindi words of commands are placed at **Appendix H.**

Examination and Results.

0507 Students would be required to undergo an Entry Level Knowledge Test on reporting for the course. The details of subjects for ELKT, course wise and suggested Pre Course Study material are as follows:-

(a) BASIC 'Q'

- (i) English
- (ii) Basic Arithmetic
- (iii) General Hydrographic Survey

The Following books can be referred:-

- (i) Admiralty Manual of Hydrographic Surveying **Volume I & II**
- (ii) Super Reading by **Russel G Stauffer & Jean Horton Berg**

(b) LS SR 'Q'

- (i) Hydrographic Control
- (ii) Hydrographic Practice
- (iii) Tides
- (iv) Electronic Data Processing

The Following books can be referred:-

- (i) Admiralty Manual of Hydrographic Surveying **Volume I & II**
- (ii) Super Reading by **Russel G Stauffer & Jean Horton Berg**
- (iii) Fundamentals of GIS by **Michael N Demers**

(c) PO 'Q'SR

- (i) Hydrographic Control
- (ii) Hydrographic Practice
- (iii) Tides
- (iv) Electronic Data Processing

The Following books can be referred:-

- (i) Admiralty Manual of Hydrographic Surveying **Volume I & II**
- (ii) Precise Positioning Systems for Hydrographic Surveying – **SP 39**
- (iii) Mariners Handbook – **NP 100**
- (iv) Fundamentals of GIS by **Michael N Demers**
- (v) An Introduction to Physical Oceanography by **Von Arx**

0508 They are expected to be thorough in the knowledge of their previous level course attended. Examination for each subject will be conducted immediately on completion of the syllabus. The duration of examination will be 2 to 3 hours as appropriate. In order to qualify in each subject the students will have to secure a minimum of 50% marks in each written examination and 65% marks in each practical examination. Further, to

qualify the course securing an overall aggregate of 55% marks is mandatory.

Grading of Students.

0509 At the end of each course the following grading, corresponding to the percentage value of total marks they secure in the course, will be awarded to the students and the same recorded in the Course Certificates:

♦ Distinguished	-	80% and above.
♦ Above Average	-	75% to 79.9%
♦ High Average	-	70% to 74.9%
♦ Average	-	55% to 69.9%
♦ Failed	-	Below 55%

Discipline.

0510 A very high level of discipline is expected from all the students. Some of the aspects are highlighted below:

- ♦ Punctuality - The Institute expects the highest level of punctuality from all students, in attending all institute and mess functions.
- ♦ Marks of Respect - Proper marks of respect must be paid to seniors.
- ♦ Uniform - A high standard of turn out is to be maintained. A good turn out reflects on your personality and adds to your smartness.
- ♦ Movements - While moving from place to place, the movement must be smart. If moving in a group, proper marching in squads must be adhered to
- ♦ Cellular Phones - Cellular phones are not permitted inside the institute premises.

0511 All personnel are required to carry International driving license if desired to drive vehicle in India.

FACILITIES IN THE BASE/ ESTABLISHMENT.

0601 While the training programme takes care of academics, there are other facilities provided in the Naval Base which aim at overall development of the personality of students and to meet the day to day requirements. The important ones are as follows :

(a) **Sports, Games and Extra Curricular Activities** The Naval base offers excellent opportunities for sports and recreational activities. It has football, volley ball and basket ball grounds inside the naval base and a swimming pool at Naval Officers Residential Area. The Naval Sailing Club is situated at NAD Jetty.



(b) **Cinema Hall** There is a fully air-conditioned cinema hall located near the swimming pool. Hindi and English films are screened.

(c) **Reference Library** The institute has its own library which contains all the required books which covers a wide range of subjects. The library is open during working hours and in off hours if required. The sailors Institute Anandika, located near the Institute has a library well stocked with both fiction and non fiction books.

(d) **Canteen** There is an Unit Canteen near the institute for all items of daily use. The canteen functions from 1000 h to 1300 h.

(e) **Transport** For all training requirements, transport will be provided by the Navy. However, students are to make their own transport arrangements for purposes of other than those directly connected with training.

(f) **Medical Facility** INHS Jeevanti, a full fledged Naval Hospital with modern facilities is located near the Institute for providing medical support.

(g) **Tea Club** A tea club is run within the institute on a no-profit-no-loss basis for the benefit of the staff and students. Class leader is to take the daily requirement of tea and light snacks in respect of the class and convey the same to the tea club-in-charge/Course Instructor. The tea club dues are to be settled at the end of the month by class leader, collectively for the entire class.

(h) **Television** Vasco-da-Gama is within the range of TV station at Panaji, which relays Mumbai transmission. In addition various satellite channels are also available for viewing. Colour televisions are provided for each cabin in the GNA Mess.

(j) **Power Supply** Indian domestic power supply is 220/230v, 50Hz AC. Voltage fluctuations are common, hence sensitive appliances would need a voltage stabilizer.

(k) **Private Arms** Students possessing private arms are not permitted to keep the same in personal custody. They are required to be deposited in the INS Gomantak armoury immediately on reporting.

OTHER USEFUL INFORMATION

Fax No. - + 91 (0) 832 2513419

E-Mail - nihgoa@gmail.com

Important Telephone Numbers

Vasco STD Code - 0832

INS Gomantak (Naval Base) Telephone Exchange – 2513950/51, 2511531-40

Extension of Gomantak Exchange

2800 - Officer-in-Charge, Office - DID Tel. No. 2582800

2720 - Officer of the Day, INS Gomantak - DID Tel. No. 2582720

Railways

Vasco da Gama Railway Station Enquiry - 2512569

Konkan Railway Madgaon Enquiry - 2721790/ 2712940

Airlines

IAC Booking Panaji - 2428282, 2428283

Indian Airlines - 2542445, 2542446

Jet Airways, Vasco - 2540029, 2541026

Air India - 2431100, 2224081

Tourist Information

Tourist Information Centre - 2512673

Tourist Residency Vasco - 2513119, 2511002

Tourist Hostel Panaji - 2227103

Customs House - 2513037

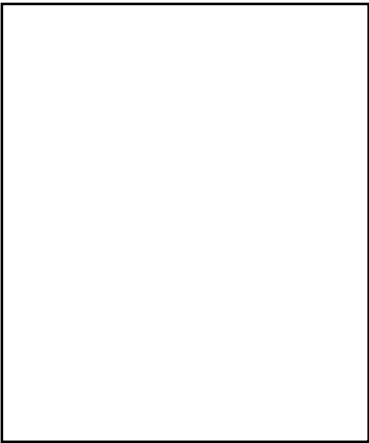
Passport Office - 2222042

CONCLUSION

0701 With increasing responsibility which is a natural consequence of the expanding horizons of technological applications to Hydrographic surveying, your role as a student has become more demanding. The National Institute of Hydrography has a lot to offer you. Sincerity and diligence in your every endeavour will help you to get the best out of the training.

0702 Finally, we wish you a happy time during your stay at Goa. It is hoped that you will fully utilise the facilities provided at this institute and conduct yourself in every sphere in such a way that both National Institute of Hydrography and your Navy are proud of you.

My government has selected me to attend a course of training in the Indian Navy, and I am submitting the following personal information as you have requested:-

- | | | | | |
|-----|--|--|----------------|--|
| 1. | Name of the Course | | | |
| 2. | Duration of Course | From | To | |
| 3. | Full Name | | | |
| 4. | Country | | | |
| 5. | Photograph (Passport Size) |  | | |
| 6. | Branch of Service | | | |
| 7. | Rank | | | |
| 8. | Service Number | | | |
| 9. | Date of Rank | | | |
| 10. | Date of commission | | | |
| 11. | Date of Birth | | | |
| 12. | Place of Birth | | | |
| 13. | Physical Description | Weight | Height | |
| | Colour of Hair | | Colour of Eyes | |
| 14. | Academic Qualifications (Civilian Education) | | | |
| | High School | (Dates Attended) | | |
| | College or University | (Dates Attended) | | |
| 15. | Military Education | (Details and dates attended to be given) | | |
| 16. | Marital Status | Married/ Single | | |
| 17. | Dependents | | | |
| | Wife's Name | | | |

	Children's Name	Date of Birth	Sex
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
18.	Whether family will accompany_____		
19.	If not accompanying, whether family will join later, and if so, when_____		
20.	Religion_____		
21.	Details of course, if any attended in India		
	Name of Course	Where	When
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
22.	My last duty assignment was_____		
23.	Details of Naval Service (list all principal duties and major assignments in the last five years)_____		
24.	Special Qualification, if any_____		
25.	Mother Tongue_____		
26.	Other languages and fluency (Fl – Fluent, F – Fair, P – Poor)		
	Language	Speak	Write
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	(i.e.) English	Fl	F
			P
27.	Home Address_____		

28.	Decorations_____		
29.	Proficiency in sports_____		
	Extra curricular activities/ Hobbies_____		

30. Passport & Visa

(a) Passport Number _____ Valid up to _____

Date and Port of Entry _____

Entry Permit valid up to _____

Visa valid up to _____

(b) Wife' Passport Number _____ Valid up to _____

Date and Port of Entry _____

Entry Permit valid up to _____

Visa valid up to _____

(c) Children

Passport Number _____ Valid up to _____

Date and Port of Entry _____

Entry Permit valid up to _____

Visa valid up to _____

(d) Others _____

Signature

Appendix B
(Refer to Para 0312)

STATEMENT OF IDENTIFICATION

(This certificate should be shown on joining the Training Establishment in India)

1.	Surname	<hr/>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
2.	First Name(s)	<hr/>	
3.	Rank	<hr/>	
4.	Next of Kin	<hr/>	
	Relationship	<hr/>	
	Address	<hr/>	
		<hr/>	
5.	Country and Service	<hr/>	
6.	Title of Course	<hr/>	at <hr/>
	From	<hr/>	to <hr/>
7.	Details of previous courses attended in India		
	Date	Title of Course	Remarks
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>

Note:- The certificate must be authenticated, at least, by an official of the rank of Commander, duly stamped with the official stamp of his designation and appointment and must be in trainee's possession.

CERTIFICATE OF SECURITY AND ASSURANCE

- | | | | |
|-----|--|----------|---|
| 1. | Surname | <hr/> | <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> |
| 2. | First Name(s) | <hr/> | |
| 3. | Rank | <hr/> | |
| 4. | Next of Kin | <hr/> | |
| | Relationship | <hr/> | |
| | Address | <hr/> | |
| | | <hr/> | |
| 5. | Country and Service | <hr/> | |
| 6. | Date and Place of Birth | <hr/> | |
| 7. | Colour of Hair | <hr/> | Colour of Eyes <hr/> |
| 8. | Height | <hr/> | Weight <hr/> |
| 9. | Distinguishing Marks (If Any) | <hr/> | |
| 10. | Address in India (If Applicable) | <hr/> | |
| | | <hr/> | |
| 11. | Highest grade of classified information for which individual is security cleared. | | |
| | <hr/> | | |
| 12. | The above named has been selected to attend : Title of Course <hr/> | | |
| | | At <hr/> | duration of course |
| | From <hr/> | to <hr/> | |
| 13. | He has been subjected to political and security screening by the Government and does not constitute a security risk to the Indian Government <hr/> | | |
| 14. | The <hr/> Government will not use any information disclosed to the individual, during his course of training, to a third Government, without the approval of the Ministry of Defence, Government of India. | | |
| 15. | The <hr/> Government will not use any information disclosed to the individual for other military purposes. | | |

INSTRUCTION FOR COMPLETION

1. This appendix is to be completed with appropriate security classifications, which are defined under, in accordance with the current Government instructions.

TOP SECRET	Documents, information and material, security of which is of paramount importance and whose unauthorized disclosure would cause EXCEPTIONAL DAMAGE TO THE NATION
SECRET	Documents, information and material, the unauthorized disclosure of which would endanger national security, cause serious injury to the interest or prestige of the nation or serious embarrassment to Government or would be of great advantage to a foreign nation
CONFIDENTIAL	Documents, information and material, the unauthorized disclosure of which, while not endangering the national security, would be prejudicial to the interest of the nation, any Government activity or individual, or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation
RESTRICTED	Documents (other than covered by higher categories) are not published or communicated to any one except official purposes.

2. The certificate must be authenticated at least, by an officer of the rank of Commander and duly stamped with the official stamp of his designation and appointment, accompanied by two passport size photographs of the trainee.

Appendix D
Refers to Para 0314

AIDS FREE CERTIFICATE

It is hereby certified that _____ has
been screened for AIDS and has been found free from HIV infection.

Signature of Competent
Medical Authority

Date
Seal

Appendix E
(Refers to Para 0314)

LIST OF WHO COLLABORATING LABORATORIES

1.	Faculty of Medicine, Kuwait University, Kuwait
2.	Institut de Medicine et d'Epidemiologie Tropicals, Hospital Claude Bernard, 10 Avenue de la Porter d'Aubervilliers, 75944 Paris Codex 19, France.
3.	Faculty of Medicine, University of Singapore, Singapore 0316, Republic of Singapore
4.	Laboratory Centre for Diseases Control, Tunney's Pasture, Ottawa, Ontario, Canada KIA OL2
5.	Centre for Infectious Diseasesm Centres fir Disease Controlm Atlantam Georgia 30333, USA
6.	Collaborating Centre on AIDS of the Federal Republic of Germany, Dept. of Hygience & Medical Microbiology, Max Von Pettenkofer Institute Pettenkoferstrasse 9A, 8000 Munich 2, Federal Republic of Germany
7.	Chef Dept. Immunologie, Fundacao Oswaldo Cruz, Avenida Brazil 4365, Caise Postal 926, 21040 Rio De Janeiro, Brazil.
8.	Institute Pasteur, Boiste Postal 923, Bangui, Republique Centrafrioaine
9.	Central Public Health Laboratory, 61 Colinal Avenue, London NW9, 5HT, UK
10.	National AIDS Reference Laboratory, Fairfield Hospital, Yarra Bend Road, Fairfield, Victoria 3078, Australia
11.	National Vacteriological Laboratory, 10521 Stockholm, Sweden
12.	National Institute of Health, Islamabad, Pakistan
13.	United Oncologie Virale, Institute Pasteur, 28 rue du Docteur Roux, F-75724 Paris Cedex 15, France
14.	Centro Nacional de Microbiologia, Virologia e Immunologia Sanitaaias, Majadahonda, Madrid, Spain
15.	National Reference centre for AIDS, Athens school of Hygiene, Athens, Greece.
16.	Centre for Drugs & Biologics, Food & Drug administration, 5600 Fishers Lane, Rockville, Maryland, 20857, USA
17.	National Institute Virology, 20A Dr.Ambedkar Road, Pune - 411001, India
18.	Insitut de Medicine Tropicale, Prince Leopold, Nationalestraat 155, B-2000 Antwerp, Belgium.
19.	Faculty of Medicine, Dept. of Microbiology, Siriraj Hospital, Nahidol University, Bangkokot, Thailand
20.	Instituti Superiore di Sanita, Laboratorio di Virologia, Viale Regina Elena 299, 00161 Rome Nomentano, Italy
21.	National Institute for Biological Standards & Control, Hampstead, London NW# 6RB, UK
22.	NAMRU-3, Cairo, Egypt

GUIDE TO CLOTHING REQUIRED

1. Tropical (white) uniform is worn through out the year at Goa.
2. International students will need the following items of clothing during their stay at Goa:-
 - (a) Uniform A minimum of six sets of summer working dress, two sets of summer ceremonial dress and mess dress. For Long Hydrographic Course two sets of winter dress for attachment at National Hydrographic Office, Dehradun. (Patterns as prescribed by the rules of your country)
 - (b) Civil Lounge Suit, long sleeved shirts, necktie and casual wear appropriate to the local tropical climate.
 - (c) Sports Outfit White T-Shirt, white shorts and white gym shoes are compulsory.
3. Light woolen clothing may be required during December and January.

Appendix G
(Refers to Para 0502)

MAIN SUBJECTS - BASIC 'Q' SR COURSE

<u>SL.</u>	<u>SUBJECT</u>	<u>PERIOD</u>	<u>TOTAL MARKS</u>
1.	EDP I	96	100 (60 T + 40 P)
2.	EDP II	136	100 (60 T + 40 P)
3.	Hydrorgaphic Control		
	(a) HC I	96	100
	(b) HC II	68	50
4.	Hydrographic Practice		
	(a) HP I	74	50
	(b) HP II	110	100
5.	Basic Mathematics & Electronics	26	50
6.	Tides & Oceanography	68	100
7.	Administration & Stores	38	50
8.	Basic Technical Orientation		
	(a) TOC I	38	20
	(b) TOC II	50	40
	(c) TOC Practical		40
9.	Field Practical Ashore	1.5 Weeks	100
10.	Field Practical Afloat	1.5 Weeks	100
11.	Fair Sheets/ Work Book and Field Book		50
12.	Journal		50
	Total	613	1100

MAIN SUBJECTS – LS SR ‘Q’ COURSE

<u>SL.</u>	<u>SUBJECT</u>	<u>PERIOD</u>	<u>TOTAL MARKS</u>
1.	EDP	88	100
2.	Hydrographic Control		
	(a) HC I	20	100
	(b) HC II	36	100
3.	Hydrographic Practice	86	100
4.	Tides & Basic Oceanography	50	100
5.	Practical Examination	0.5 Weeks	100
	Total	280	600

MAIN SUBJECTS – PO ‘Q’ SR COURSE

<u>SL.</u>	<u>SUBJECT</u>	<u>PERIOD</u>	<u>TOTAL MARKS</u>
1.	Data Processing I	74	60 (T) + 40 (P)
2.	Data Processing II	116	100
3.	Data Processing II Practical		100 (P)
4.	Hydrographic Control I	82	100
5.	Hydrographic Control II	50	100
6.	Hydrographic Practice I	72	100
7.	Hydrographic Practice II	76	100
8.	Tides & Basic Oceanography	70	100
9.	Administration, Stores and Teaching techniques	60	80 (T) + 20 (P)
10.	Practical Ashore	01 Week	100
11.	Practical Afloat	01 Week	100
12.	Work Book/ Field Book/ Fair Chart		100
	Total	600	1200

**LIST OF HINDI WORDS OF COMMAND TOGETHER
WITH THEIR ENGLISH EQUIVALENT**

<u>SL.</u>	<u>ENGLISH EQUIVALENTS</u>	<u>PHONETIC HINDI VERSION IN ROMAN ENGLISH</u>	<u>REMARKS</u>
1.	Attention	Savdhan	a=a as in far
2.	Stand at ease	Vishram	
3.	Stand easy	Aram se*	e=ey as in they
4.	Right(left) turn	Dahine(Baen*) Mud	
5.	About turn	Pichhe Mud	i=ee as see
6.	Off caps	Topi Utaar	U=as in put
7.	On caps	Topi Pahan	
8.	Number	Ginti kar	
9.	As you were	Jaise they	th=as in three
10.	Front salute	Samne salute	u=as in run
11.	To the right salute	Dahine salute	
12.	To the left salute	Baen salute	
13.	Eyes right(left)	Dahine(baen) dekh	
14.	Eyes front	Samne dekh	
15.	Fall in	Lain ban	
16.	Fall out	Lain tod	
17.	Dismiss	Visarajan	
18.	Mark time	Kadam tal	
19.	Double mark time	Daud Kadam tal	
20.	Quick march	Tez chal	
21.	Double march	Doud ke chal	
22.	Slow march	Dhire chal	
23.	Halt	Thum	