JOINING INSTRUCTIONS
INTERNATIONAL STUDENTS
(OFFICERS)

LONG HYDROGRAPHY COURSE
083:041

NATIONAL INSTITUTE OF HYDROGRAPHY
C/O HEADQUARTERS, GOA NAVAL AREA
VASCO DA GAMA – 403 802
GOA, INDIA
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Dear Student,

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

At the 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 to impart an optimal combination of study, adventure activities, fun and games/sports to students for the entire duration of the course. The course also helps to develop an intimate understanding of professional subjects such as bathymetric data collection and processing, nautical charting, Coastal Zone Management (CZM) and industrial offshore surveys, in addition to important leadership aspects of 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 (ELKT) conducted within the first week of your reporting to the Institute. The National Institute of Hydrography provides an ideal setup for studies, with its peaceful and tranquil environment and vibrant academic spirit.

My staff and I once again wish you a very happy, pleasant and fruitful stay at Goa.
CHAPTER 2

ABOUT THE NATIONAL INSTITUTE OF HYDROGRAPHY, INDIA

Introduction

0201 The National Institute of Hydrography is located at Vasco-da-Gama in the state of Goa. 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 organizations, both Indian and international.

0202 The institute is recognized as the Regional Training Centre in Hydrography for the countries of the Indian Ocean Region. Personnel from various countries, such as, Bangladesh, Iran, Iraq, Malaysia, Nigeria, Oman, Seychelles, Mauritius Singapore, Sri Lanka, Maldives, Myanmar, Kenya, Indonesia, Sudan, Tanzania, Vietnam, Kazakhstan, Micronesia, Fiji, Turkmenistan, Cameroon and Thailand have been trained at this institute. Being an institute of international standing, we also receive very distinguished visitors from India and abroad. The students are given opportunities to interact with the dignitaries visiting the institute.
Location

0203 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 is known, is one of the major ports of India, capable of handling a wide range of cargo. However, the port specializes 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 kilometers from Dabolim International Airport and is well connected by road.
Climate

0204 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. The average temperature normally varies between 17°C (Min.) and 38°C (Max.). The place gets about 2610 mm of rainfall in a year. Goa guarantees a good time for all, irrespective of the time of one’s visit. The details on various tourism attraction in India can be obtained from the following websites:-

(a) tourism.gov.in
(b) incredibleindia.org
(c) tourismofindia.com

ORGANISATION AND TRAINING

Command and Control

0205 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 Goa Naval Area exercises local operational command at Goa. Commanding Officer, INS Gomantak provides necessary local administrative support to the institute.

0206 National Institute of Hydrography functions under an Officer-in-Charge, who is of
the rank of a Captain/ Commodore. 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 Institute has a highly qualified teaching faculty, consisting of 09 officers and 36 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 training organisation as applicable to the students is as shown in Appendix ‘A’.

**Course Officer**

0207 An Officer from the teaching staff will be designated as the Course Officer for a particular course. Your Course Officer will meet you, in person, on your arrival at the institute. Course Officer shall deal with all the administrative, personal and training matters of the course.

**Course Instructor**

0208 A sailor instructor is nominated as the Course Instructor for a particular course. The Course Instructor will interact with you on a day to day basis. He will be the contact person for all your administrative requirements. Course Instructor may be contacted for seeking any assistance, e.g. Postal, photocopying requirements, purchase of stationery, bank, mobile/internet etc.

**Class Leader**

0209 One officer from the course will carry out the duties of class leader every week in rotation. The nominations for this duty will be overseen by the senior most trainee officer. Some of the important duties of the class leader include:-

(a) To maintain order and discipline of the class when no instructor is present.
(b) To conduct class from place to place for instructional purposes, in an orderly manner.
(c) Prepare the class room for the next instruction.
(d) Know the whereabouts of the class/individuals.
(e) To report to the instructors as per the training program when the class is ready.
(f) Maintaining the course diary.
CONTACT INFORMATION

Telephone

0210 The country code for India is +91 and area code for Vasco-da-Gama is 0832. The National Institute of Hydrography can be called directly on 0091 – 0832 – 2582808 which is manned round the clock. You may also call Naval Base (Gomantak) Exchange on any of the following telephone numbers: 0091-0832-2513950, 2513951, 2511531 to 2511540, which in turn will connect up the extension number you require. The extension number for NIH is 2808. Some of the important telephone numbers are as follows:

Officer-in-Charge - +91 832 2582800
Chief Instructor - +91 832 2582802
Duty Personnel, NIH - +91 832 2582808
Officer of the Day, INS Gomantak - +91 832 2582720
Fax - +91 832 2513419

Postal Information

0211 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: info-nih.goa@nic.in
Web: www.indiannavy.gov.in/nih
CHAPTER 3

ADMINISTRATION

PREPARATION PRIOR TO ARRIVAL

0301 Some of the preparations that you are expected to make prior to departure from your country are elaborated in the succeeding paragraphs.

Personal Data

0302 All international students are required to submit their Bio-Data for further submission to IHQ MoD (Navy). In addition every student is required to submit a Statement of Identification duly authenticated/countersigned by appropriate authority, immediately on reporting. The Statement of Identification is to facilitate identification of the individual. Students who are not in possession of Statement of Identification are liable to be repatriated to the parent country. The Specimen formats of Bio-Data & Statement of Identification are placed at Appendices B & C respectively.

Educational Qualification Certificate

0303 You must bring following certificates issued by the University (in originals) along with you:-

(a) Educational qualification certificate (B.Sc./B.E./B.Tech).

(b) Migration Certificate of last university for enrollment at the Goa University.

Certificate of Security and Assurance

0304 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 ‘D’

Validity of Passport/Visa

0305 The trainees are to ensure that their travel documents namely flight tickets, passport, visa, etc are valid for the entire duration of the training period to avoid any difficulties during departure.
**Medical Requirements**

0306 All international students are required to submit the following medical documents on joining the institute:-

(a) 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.

(b) Laboratory investigations including HB %, TLC, DLC, ESR, ECG (both resting and after) DMT/TMT and Chest X-Ray/ECG tracing etc.

(c) HIV/ AIDS free certificate from any of the ‘WHO’ collaborating laboratories. ‘HIV/ AIDS 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 HIV/ AIDS free certificate is placed at Appendix ‘E’.

0307 International students reporting for the course without the certificate are to undergo a medical examination including HIV/ AIDS test within one month of arrival which would entail loss of valuable training time. It is therefore recommended that you complete your medical formalities prior reporting for the course to avoid unnecessary loss of time and inconvenience during the course.

**Students under Self Financed Scheme**

0308 If you are a student under the Self-Financed Scheme (SFS) and not under any of the Government of India International Technical and Economic Cooperation (ITEC) Category Schemes, you are required to furnish some proof of your country having paid the required training fees to the Government of India, on arrival at the institute.

**Entry Level Knowledge Test**

0309 Students would be required to undergo an Entry Level Knowledge Test on reporting for the course. You are expected to be thorough in the knowledge of previous level course attended (Basic ‘H’). You will be tested for your knowledge on various aspects of Hydrography like Hydrographic Control, Hydrographic Practice and Tides etc. You are advised to prepare yourself for this test. This also helps the institute to conduct the course in accordance with the participants’ previous knowledge level.
Permission to Bring Family

International student officers are allowed to bring their families when permitted by their respective governments. The students will have to obtain a No Objection Certificate (NOC) from their respective country. The details of the officer’s family will have to be forwarded to Integrated Headquarters of Ministry of Defence (Navy) {IHQ MoD (Navy)} at least one month in advance if the Officer’s family is accompanying the officer when reporting for the course. In case the family members are joining after the commencement of the course, the Officer will have to submit a written application to NIH for approval from IHQ of MoD (Navy) at least one month in advance. However, necessary assistance will be provided by the institute’s staff. The family members include legitimate spouse and children only.

ARRIVAL AND STAY

Arrival in India

If you choose to arrive first 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, Goa after appropriate briefing, settling of personal pay and allowances and other formalities. You may also arrive directly at Goa if so directed by your Embassies/High Commissions. The city of Vasco-da-Gama is fairly well connected by road, rail and air. You are to keep us informed of your arrival details.

Reception

On arrival you will be received at Dabolim International Airport, Goa by a representative of National Institute of Hydrography, in naval uniform. For easy identification he will have a board/placard with your name and country written in bold letters.

Air Tickets, Passport & Visa

On reporting, all students are to deposit their air tickets, passports, visas, etc with the Course Officer till completion of their training for reasons of safety. Passports kept with the Institute for safe custody will be issued only on the following occasions:-

(a) Bank transactions.
(b) Visit to a place within India during leave.
(c) Whilst moving from one station to another, during the course of training.
(d) On completion of course.
Accommodation

0314 International Naval Officers under International Technical and Economic Cooperation (ITEC) scheme will be provided accommodation at International Officers Accommodation Block (Darshak Block) or Goa Naval Area (GNA) Officers’ Mess, which is located adjacent to the institute. Officers under Self Financing Scheme (SFS) whose countries have made prior payment for accommodation and allied charges to the Government of India will also be provided lodging and boarding facilities at this mess. International Officers will be required to pay rent and allied charges at prescribed rates as stipulated by Govt. of India from time to time. At the Officers’ Mess, you should be prepared to incur an approximate monthly expenditure of up to INR 12000/- towards boarding & lodging expenses. Both Vegetarian and Non-Vegetarian meals are served in the mess. The menu is predominantly Indian with occasional mix of Continental and English. You are advised to familiarise yourself with the Goa Naval Area Officer’s Mess rules on arrival. All officers automatically become members of the Goa Naval Area Mess on reporting. The bills are to be cleared by Cheque/ cash on or before the 10th day of every month.

0315 Officers who have been permitted by their Govt. to bring their families to India can be accommodated in Darshak Block. The cabin consists of two air-conditioned rooms with a kitchen facility will be sufficient for a small family of two/three members. Officers with bigger families are advised to make their own arrangements outside the Naval Base. However, necessary assistance for locating and hiring accommodation will be provided by the institute, if required.
**Living Allowance**

0316 International Officers **under ITEC scheme** will be paid a monthly living allowance of Rs. 25,000/- (Rs. Twenty Five Thousand only), which will be transferred to Officer’s individual bank accounts directly. Officers would be required to open savings account in a nationalized bank at Vasco. The Institute will coordinate with the bank for opening of account. A part of this allowance would be required for clearing of various bills in accordance with extant naval regulations and will include the following (amount mentioned below may vary subject to prevailing rates):

(a) Darshak Block Maintenance - Rs. 6000/- per month (Approximately)

(b) Mess Bills (additionally, if victualled in Officers Mess) - Rs. 6000/- per month (Approximately)

**Registration**

0317 On arrival, all international Students are to register themselves at the Foreign Registration Office (FRO), Panaji within seven days of reporting. Thereafter, registration cards will be issued by FRO which will enable the issuing authority to make exit endorsement 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. The Institute will coordinate all activities related to FRO registration.

**Clothing**

0318 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 stocks of uniform accessories like cap badges, buttons and stripes should be carried as these are not available in India. You will be required to attend formal parades and mess functions, hence requirement of good ceremonial uniforms need no further emphasis. In addition, Long ‘H’ officers will be required to be in possession of winter uniforms during their attachment to NHO, Dehradun. You are also required to be in possession of sufficient items of games rig. In Goa, tropical clothing is required throughout the year. A list of clothing required is placed at **Appendix ‘F’**.

**Identity Card**
0319 Students will be issued with “Indian Navy Trainee Identity Card” on reporting for the course. The Identity Card will facilitate entry/exit to and from naval establishments/ships including INS Gomantak inside which the Institute is located. It is necessary for all trainees to carry this card on their person at all times. Students will be responsible for safe custody of the I-Card as it is Govt. of India Property. 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 soft copy (both in uniform). You are required to be in possession of eight photographs (passport size) in civilian clothing for registration & opening of bank account.

Holidays

0320 26 January, 15 August and 02 October are celebrated as National Holidays in India. Other closed holidays for the year are notified by the Govt. of India every year.

Regulation for Leave

0321 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.

Valuables

0322 All trainees are to declare their valuables soon after reporting. These include ornaments, expensive electronics, gadgets, musical instruments etc. A written approval is required for use of private appliances in the mess. Use of private appliances without prior approval is prohibited.
CHAPTER 4

CONDUCT OF THE COURSE

Aim

0401 The aim of the Long Hydrography Course is to train officers to effectively undertake all the tasks pertaining to conduct of Hydrographic Survey and off-shore surveys for nautical charting, coastal zone management and industrial requirements and subsequent production of nautical charts and publications including electronic charts. On completion of the course they will be able to independently plan and execute Hydrographic Surveys as Senior Hydrographic Surveyor onboard Survey Ships.

Eligibility and Entry Level Qualifications

0402 The Officers selected to undergo this course should meet the following minimum criterion:-

(a) A Bachelor of Science (BSc.) Degree/ Bachelor of Engineering (BE)/B Tech or equivalent nautical background degree from a recognized University.

(b) Basic Hydrographic course in India or equivalent from any other International Hydrographic Organisation (IHO) recognized category ‘A’ / ’B’ institute or equivalent, from a country other than India.

(c) Holder of a valid Bridge watch keeping certificate or equivalent commercial certification obtained onboard a seagoing vessel with commensurate nautical and seamanship knowledge.

Or

Commensurate knowledge of nautical navigation and seamanship experience in vessel handling, onboard coastal crafts and inland water transport.

(d) Must have 3 to 5 years experience in Hydrographic surveying onboard a hydrographic survey vessel or at a shore based hydrographic survey unit suitably equipped with survey launches/ craft capable of undertaking all types of coastal/ inshore hydrographic surveying operations.

(e) A working knowledge in computers and standard application software.

(f) Be proficient in English, as medium of instruction in the institute is English.
**Duration**

0403 The duration of the Long Hydrographic Course for international students will be $43\frac{1}{2}$ weeks. Details of the same are as follows:

<table>
<thead>
<tr>
<th>Duration (Weeks)</th>
<th>Period</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>04-03-19 to 30-03-19</td>
<td>Pre Course Refresher (PCR) phase at NIH</td>
</tr>
<tr>
<td>26.0</td>
<td>01-04-19 to 28-09-19</td>
<td>Professional phase including two weeks attachment at National Institute of Oceanography, Goa</td>
</tr>
<tr>
<td>4.0</td>
<td>30-09-19 to 26-10-19</td>
<td>Practical phase at NIH</td>
</tr>
<tr>
<td>2.0</td>
<td>28-10-19 to 09-11-19</td>
<td>Leave (Mid-term break)</td>
</tr>
<tr>
<td>1.0</td>
<td>11-11-19 to 16-11-19</td>
<td>Attachment at Central Water &amp; Power Research Station (CWPRS), Pune</td>
</tr>
<tr>
<td>2.0</td>
<td>18-11-19 to 29-11-19</td>
<td>Attachment at National Hydrographic Office (NHO), Dehradun</td>
</tr>
<tr>
<td>3.0</td>
<td>02-12-19 to 21-12-19</td>
<td>Attachment at School of Naval Oceanography &amp; Meteorology (SNOM), Kochi</td>
</tr>
<tr>
<td>1.0</td>
<td>23-12-19 to 28-12-19</td>
<td>Outgoing formalities at NIH</td>
</tr>
</tbody>
</table>

**Award of Post Graduate Diploma/ MSc (Hydrography)**

0404 The Long Hydrographic Course at NIH is a Category ‘A’ course recognized by the International Hydrographic Organisation (IHO). In addition, officers qualifying the course are also eligible for certification from Goa University as follows:

<table>
<thead>
<tr>
<th>Officers Eligible</th>
<th>Award from Goa University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers who qualify Basic Hydrography Course from NIH, Goa</td>
<td>Post Graduate (PG) <a href="Hydrography">Certificate</a>.</td>
</tr>
<tr>
<td>Officers who qualify only Long Hydrography Course from NIH, Goa</td>
<td>Post Graduate (PG) <a href="Hydrography">Diploma</a>.</td>
</tr>
<tr>
<td>Officers who qualify Long Hydrography Courses from NIH, Goa and have earlier completed Basic Hydrography Course from NIH, Goa</td>
<td>Post Graduate (PG) [Degree](Hydrography, i.e., Master of Science [M.Sc (Hydrography)].</td>
</tr>
</tbody>
</table>
Course Fee and Certificates

0405 The course fee for Post Graduate Diploma/ Master of Science (Hydrography) Degree is approximately INR. 40,000.00. It is mandatory for officers to carry their original certificates issued by various institutes/colleges/universities etc. related to their educational qualifications (Bachelor’s Degree) and other courses qualified by them including institute/university leaving certificates and university migration certificate at the time of reporting for above course towards registration at Goa University for Post Graduate Diploma/ Master of Science (Hydrography) Degree. The list of certificates required for enrolling in the University for award of PG Diploma/ MSc degree is as follows:-

(a) Graduation Certificate issued by the University, including mark sheets for all the years clearly showing the various subjects.

(b) Migration Certificate (In this certificate the previous University has to certify that the students had qualified in degree course and that the University has no objection for the student’s admission to Goa University (India) for “PG Diploma/ M.Sc. (Hydrography)”.

(c) School/Institute/University leaving Certificate (having proof of Date of Birth)

(d) Post Graduation Certificate issued by the Goa University towards registration for MSc. (In case the student has successfully completed Basic Hydrography Course earlier from NIH, Goa)

(e) Any certificate of additional qualification.

Clearance from AIU

0406 In addition International students are required to obtain the mandatory “Equivalence Certificate” (EC) from Association of Indian Universities (AIU), New Delhi, for the graduate Degree obtained from their country. EC is granted on a case to case basis to individual students and not to all students from a particular university. EC can be obtained personally or through post from AIU on payment of INR. 12,000/-, through a Demand Draft/ Bankers Cheque, payable at New Delhi. Candidates desiring to enroll for MSc. (Hydrography)/ PG Diploma from Goa University are advised to apply and obtain the EC from AIU prior to joining the course. AIU can be contacted at the following address:-
Refresher Course

0407 Prior to the commencement of the Long ‘H’ course, you will undergo a refresher course of 4 weeks in which emphasis will be laid on basics of computers, physics and mathematics. The standard of these subjects will be equivalent to that of the graduate level. In addition to basics of Hydrography, various software used in field of Hydrography, will also be covered. You are therefore advised to carry out pre-course study on your own to improve your basic understanding on these subjects. In addition to this you will also be introduced to the Indian Culture and Values.

Course Curriculum

0408 The main subjects which will be covered in the professional phase are given in Appendix ‘G’.

0409 Details of reference material placed at Appendix ‘H’

Medium of Instruction

0409 English will be the only medium of instruction for the course.

0410 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 Training Cell, on the last working day of the preceding week.

Training Hours

0411 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 is conducted from 1545 h to 1800 h. The class timings are as follows:-

<table>
<thead>
<tr>
<th>Session</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I</td>
<td>0750-0910</td>
</tr>
<tr>
<td>Session II</td>
<td>0910-1030</td>
</tr>
<tr>
<td>Tea Break</td>
<td>1030-1045</td>
</tr>
<tr>
<td>Session III</td>
<td>1045-1205</td>
</tr>
<tr>
<td>Session IV</td>
<td>1205-1325</td>
</tr>
<tr>
<td>Dog watch</td>
<td>1545-1745</td>
</tr>
</tbody>
</table>

* Make and Mend routine (i.e. up to Lunch only) is followed on Wednesdays and Saturdays. On Saturdays, training/ associated activities are conducted till 1230 h.

**Examination and Results**

**0412** 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 55% marks in each written examination and 65% marks in each practical examination. Further, to qualify the course securing an overall aggregate of 60% marks is mandatory.

**Grading of Students**

**0413** At the end of the course, the following grading, corresponding to the percentage value of total marks scored, 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 - 65% to 69.9%
- Below Average - 60% to 64.9%
- Failed - Below 60%
Personal Conveyance

0414 Use of personal conveyance like cars, motorcycles, scooters etc by international students will be as per the existing civil laws in India. International students desirous of driving vehicle in India are required to carry valid International driving license and will have to abide by the existing civil law. Violation of traffic rules, etc., will be dealt with as per existing civil law.

Sports and other facilities

0415 Apart from the complete infrastructure for training and accommodation, the institute and base provide ample opportunities for recreation and sports. The well stocked library of the Institute as well as the Area Reference Library caters to all reading tastes. The gymnasium and other sports equipment afford the trainees sufficient facilities to remain physically fit. Adequate access to the internet is also available for both professional as well as personal use.

CONCLUSION

0416 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 endeavor will help you to get the best out of the training.

0417 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.

0417 Wish you all the best.
Appendix 'A'

ORGANISATION OF TRAINING DEPARTMENT

Training Department
Chief Instructor

Training Cell
Training Chief/ Master Chief

PRIMARY TEACHING STAFF

- Faculty of Hydrographic Control
  - Head of Faculty
  - Members of Faculty of Hydrographic Control
- Faculty of Hydrographic Practice
  - Head of Faculty
  - Members of Faculty of Hydrographic Practice
- Faculty of Ancillary Hydrography
  - Head of Faculty
  - Members of Faculty of Ancillary Hydrography
- Faculty of Technical Orientation
  - Head of Faculty
  - Members of Faculty of Technical Orientation

DIRECTING AND COORDINATING STAFF

- COURSE OFFICER
- COURSE INSTRUCTOR
- Computer System Manager
  - System Assistant
- Instrument Officer
  - Instrument-In-Charge
- Library Officer
  - Library-In-Charge (Librarian)
- Sports Officer
  - PTI

SECONDARY TEACHING STAFF

EVALUATION AND QUALITY STAFF

- Education Officer
- In-Charge Training Design and Evaluation Cell
- Controller of Examinations
- In-Charge Controllerate of Examinations

(Refers to Para 0206)
PERSONAL DATA
(To be filled in by the Trainee)

My government has selected me to attend a course of training in the Indian Navy, and I am submitting the following personal information as 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_________
    College or University_________
15. Military Education_________
16. Marital Status Married/ Single
17. Dependents
    Wife’s Name
    Child’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   Translate
   ____________________________   ____________________________   ____________________________   ____________________________
   ____________________________   ____________________________   ____________________________   ____________________________
   ____________________________   ____________________________   ____________________________   ____________________________

   (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’s 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
**STATEMENT OF IDENTIFICATION**

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Surname</td>
</tr>
<tr>
<td>2.</td>
<td>First Name(s)</td>
</tr>
<tr>
<td>3.</td>
<td>Rank</td>
</tr>
<tr>
<td>4.</td>
<td>Next of Kin</td>
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<tr>
<td></td>
<td>Relationship</td>
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<td></td>
<td>Address</td>
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<tr>
<td>5.</td>
<td>Country and Service</td>
<td>________________</td>
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<tbody>
<tr>
<td>6.</td>
<td>Title of Course</td>
<td>________________</td>
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<td></td>
<td>From</td>
<td>________________</td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Title of Course</th>
<th>Remarks</th>
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</table>

**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 _________________________
2. First Name(s) ____________________
3. Rank ___________________________
4. Next of Kin ______________________
   Relationship ______________________
   Address __________________________

5. Country and Service_________________
6. Date and Place of Birth_________________
7. Colour of Hair____________________ Colour of Eyes_________________
8. Height____________________________ Weight____________________
9. Distinguishing Marks (If Any)____________________
10. Address in India (If Applicable)____________________

11. Highest grade of classified information for which individual is security cleared.

12. The above named has been selected to attend : Title of Course____________________
    ___________________________ At ___________________________ duration of course
    From ___________________________ to ___________________________

13. He has been subjected to political and security screening by the Government and
does not constitute a security risk to the Indian Government____________________.

14. The_________________________ 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_________________________ Government will not use any information
disclosed to the individual for other military purposes.
INSTRUCTION FOR COMPLETION  
(For Appendix ‘D’)

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

<table>
<thead>
<tr>
<th>Security Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOP SECRET</td>
<td>Documents, information and material, security of which is of paramount importance and whose unauthorized disclosure would cause EXCEPTIONAL DAMAGE TO THE NATION</td>
</tr>
<tr>
<td>SECRET</td>
<td>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</td>
</tr>
<tr>
<td>CONFIDENTIAL</td>
<td>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</td>
</tr>
<tr>
<td>RESTRICTED</td>
<td>Documents (other than covered by higher categories) are not published or communicated to anyone except official purposes.</td>
</tr>
</tbody>
</table>

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.
MEDICAL (HIV/ 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:
GUIDE TO CLOTHING REQUIRED

1. Tropical (white) uniform is worn throughout 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, mess dress and two sets of winter dress for attachment at National Hydrographic Office, Dehradun. (Patterns as prescribed by the Dress Regulations in the respective countries). Two days of the week, namely Friday and Saturdays, Blue Summer Uniform/ Equivalent is worn.

   (b) **Civil.** Lounge Suit, long sleeved shirts, necktie and casual wear appropriate to the local tropical climate.

   (c) **Sports Outfit.** Adequate number of White T-shirts, white shorts and predominantly white gym shoes are advised.

3. Light woollen clothing may be required during the months of December and January.
### MAIN SUBJECTS - LONG HYDROGRAPHIC COURSE

<table>
<thead>
<tr>
<th>SL.</th>
<th>SUBJECT</th>
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<tbody>
<tr>
<td>HC 01</td>
<td>Earth Models</td>
</tr>
<tr>
<td>HC 02</td>
<td>Positioning</td>
</tr>
<tr>
<td>HC 03</td>
<td>Water Levels and Flow</td>
</tr>
<tr>
<td>HC 04</td>
<td>Geology and Geophysics</td>
</tr>
<tr>
<td>HC 05</td>
<td>Hydrography to support Port Management and Coastal Engineering</td>
</tr>
<tr>
<td>HC 06</td>
<td>Survey Operations and Applications</td>
</tr>
<tr>
<td>HC 07</td>
<td>Underwater Sensors and Data Processing</td>
</tr>
<tr>
<td>HC 08</td>
<td>Maritime Legal Aspects</td>
</tr>
<tr>
<td>HC 09</td>
<td>Hydrographic Data Acquisition and Processing</td>
</tr>
<tr>
<td>HC 10</td>
<td>Complex Multidisciplinary Field Project</td>
</tr>
<tr>
<td>HC 11</td>
<td>Case Study/ Professional Research Paper</td>
</tr>
<tr>
<td>HC 12</td>
<td>LIDAR and Remote Sensing</td>
</tr>
<tr>
<td>HC 13</td>
<td>Management of Hydrographic Data</td>
</tr>
<tr>
<td>HC 14</td>
<td>Meteorology, Physical Oceanography and Measurements</td>
</tr>
</tbody>
</table>
# Appendix ‘H’
(Refers to Para 0409)

## REFERENCE MATERIAL

<table>
<thead>
<tr>
<th></th>
<th>Reference Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Admiralty Manual of Hydrographic Surveying <em>Volume I &amp; II</em></td>
</tr>
</tbody>
</table>
| 5 | Seabeam Multi-beam Sonar Theory of Operations Manual at  
[http://140.194.76.129/publications/eng-manuals/em1110-2-1003/toc.htm](http://140.194.76.129/publications/eng-manuals/em1110-2-1003/toc.htm) |
[http://www.vssd.nl/hlf/landmeet.html#hydro](http://www.vssd.nl/hlf/landmeet.html#hydro) |
| 8 | The MB-System Cookbook  
[http://www.peninsulapublishing.com](http://www.peninsulapublishing.com) |
| 10 | Geodesy by G Bornford |
| 11 | Basic Geodesy by Rockville |
| 12 | Datums and Map Projection by J Iliffe |
| 13 | Elements of cartography by AH Robinson |