JOINING INSTRUCTIONS
INDIAN STUDENTS

Leading Seaman ‘Qualifying’ (Hydrography)
[Short title - LS ‘Q’ (HY)] Course 83:602

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

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>TOPICS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>WELCOME</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>ABOUT NATIONAL INSTITUTE OF HYDROGRAPHY</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>ORGANISATION AND TRAINING</td>
<td>4</td>
</tr>
<tr>
<td>4.</td>
<td>ADMINISTRATION</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPENDIX</th>
<th>TITLE</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ORGANISATION OF NIH</td>
<td>11</td>
</tr>
<tr>
<td>B</td>
<td>LIST OF MAIN SUBJECTS</td>
<td>12</td>
</tr>
</tbody>
</table>
CHAPTER 1

WELCOME

Dear Student,

0101 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 also for your stay. 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.

0102 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 to impart an optimal combination of study, adventure activities, fun and games to the students for the entire duration of the course. The course also helps them develop an intimate understanding of professional subjects such as bathymetric data collection and processing, Ancillary Hydrography and required practicals, in addition to important leadership aspects of creativity, innovation, teamwork, physical fitness and self-discipline.

0103 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 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 and vibrant academic spirit.

0104 My staff and I once again wish you a very happy, pleasant and fruitful stay at Goa.

(sdl/-xxxx)

प्रभारी अधिकारी
Officer-in-Charge
राष्ट्रीय जल संचालन संस्थान
National Institute of Hydrography
CHAPTER 2

ABOUT THE NATIONAL INSTITUTE OF HYDROGRAPHY, INDIA

Introduction

0201 At National Institute of Hydrography, we trains 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 Bangladesh, Iran, Iraq, Malaysia, Nigeria, Oman, Seychelles, Mauritius Singapore, Sri Lanka, Maldives, Myanmar, Kenya, Indonesia, Sudan, Tanzania Vietnam, Kazakhstan, Micronesia, Fiji 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 From your previous course here, i.e., Basic ‘Q’ HY, you may recollect that 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. The institute is about 5 kilometers from Dabolim International Airport and about 1.5 kilometers from the Vasco Railway Station. It is also well connected by road.

![Location Image]

**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 lies 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. Your entire course duration is during monsoons and you are expected to be prepared accordingly.
CHAPTER 3

ORGANISATION AND TRAINING

Command and Control

0301 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.

0302 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

0303 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

0304 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. 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

0305 One sailor will be nominated as class leader per week in rotation. 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

**Duration**

0306 The duration of the LS 'Q' (HY) Course will be 11 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>09</td>
<td>27-01-20 to 28-03-20</td>
<td>Professional Phase</td>
</tr>
<tr>
<td>02</td>
<td>30-03-20 to 11-04-20</td>
<td>Practical phase at NIH</td>
</tr>
</tbody>
</table>

**Course Curriculum**

0307 The main subjects which will be covered in the professional phase are given in Appendix ‘B’.

**Medium of Instruction**

0308 English will be the only medium of instruction for the course.

**Weekly Training Programme**

0309 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

0310 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 1745 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>Stand Easy</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 Saturdays. On Saturdays, training is conducted till 1230 h.

Entry Level Knowledge Test

0311 Students would be required to undergo an Entry Level Knowledge Test on reporting for the course. 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.

Examination and Results

0312 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

0313 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:
Outstanding - 80% and above.
Distinguished - 75% to 79.9%
Above Average - 70% to 74.9%
High Average - 65% to 69.9%
Average - 60% to 64.9%
Below Average - 55% to 69.9%
Failed - Below 55%

Logbook

0314 You are to carry the Hydrographer’s logbook issued to you during your Basic ‘Q’ Course. This is to be duly completed and signed by the appropriate authorities.

Sports and other facilities

0315 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. You will also be required to clear PET (including swimming) on arrival as per existing policy.

Discipline

0316 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 turnout is to be maintained. A good turnout 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

♦ **Electronic Gadgets** - Cellular phones/ tablets/ laptops etc., are not permitted inside the institute premises.
CHAPTER 4

ADMINISTRATION

CONTACT INFORMATION

Telephone

0401 The STD code for Goa is 0832. The National Institute of Hydrography can be called directly on 0832-2582808 which is manned round the clock. You may also call INS Gomantak Exchange on any of the following telephone numbers: 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: 0832 258 2800
- Chief Instructor: 0832 258 2802
- Duty Staff, NIH: 0832 258 2808
- Officer of the Day, INS Gomantak: 0832 258 2720
- Fax: 0832 251 3419

Postal Information

0402 The institute’s postal address is:-

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

Reception

0403 A representative of the Institute will receive the trainees arriving by scheduled trains or flights at Information Centre of this Institute. Trainees arriving on completion of part I at seamanship school Kochi are to take railway warrant up to Vasco-da-Gama station. It is suggested a MOVEREP may be made from Seamanship School well in time. You may disembark at Madgaon and board a suitable train for Vasco. Trainees arriving by buses/taxis or those arriving without prior notification are advised to contact any of the following on telephone, at any time of day or night, if facing difficulties to get to the Institute:-

(a) Officer of the Day, INS Gomantak : 2513950/51 Ext. 2720
(b) Duty Staff at Institute : 2582808
Cell phones are strictly prohibited in the Institute premises.

Accommodation

0404 All sailors undergoing various courses will be accommodated in the Institute’s Trainees Block, next to the Institute. The sailor trainees will not be permitted to stay ashore with families, except in very exceptional cases.

Clothing

0405 Trainees are to be smartly turned out at all times. All naval trainees are to be in possession of all types of uniforms, including appropriate headgear and footwear, that they are entitled. The standard dresses for various training activities at the Institute are as under. Rig for Dogwatch instructions and games/sports are shorts, T-shirt with white socks and PT shoes/Sneaker. In addition, owing to the monsoons, during your course, you are expected to be in possession of appropriate monsoon gear and mosquito net. A complete kit muster will be carried out within three days of your arrival. Rigs for various occasions is listed below:

(a) Class room instructions : Dress no. 8s/10A with Peak Cap and black shoes
(b) Field Practical : Dress no. 10A/ FR Overall with Beret & shoes
(c) Ceremonial parades and Divisions : Dress no. 2, 8A’s with Peak Cap and boots
(d) Social Get Together : Formal Dress (No jeans, T shirts and sandals permitted)
Medical Cover

0406 Medical cover for all sailor trainees will be provided by INHS Jeevanti. The trainees, who feel unwell, are to report to the Institute and then proceed to Hospital.

Identity Cards

0407 Trainees are to personally ensure the safe custody of their Identity Cards. The identity cards are to be worn around the neck using a nylon cord at all times while on duty or proceeding on short leave and kept under lock and key at other times.

Leave and Holidays

0408 Leave will not be granted to the trainees, except in highly exceptional cases. The discretion for grant of such leave rests, solely, with the Officer-in-Charge of the Institute. Sailors required to proceed on leave on completion of course are required to bring leave concurrence letter from their respective ships/units and should not be issued with return railway warrant. Sailors issued with returned railway warrant will not be granted leave on completion of course.

Valuables

0409 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. **Laptops/ tabs are not to be brought by the trainees.**

0410 Wish You All the Best.
Appendix 'A'
(Refers to Para 0302)
## Appendix ‘B’
(Refers to Para 0307)

### MAIN SUBJECTS - LS ‘Q’ HY COURSE

<table>
<thead>
<tr>
<th>Sl</th>
<th>Subject</th>
<th>Periods</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Electronic Data Processing</td>
<td>182</td>
<td>150</td>
</tr>
<tr>
<td>(b)</td>
<td>Hydrographic Control</td>
<td>48</td>
<td>100</td>
</tr>
<tr>
<td>(c)</td>
<td>Hydrographic Practice</td>
<td>56</td>
<td>100</td>
</tr>
<tr>
<td>(d)</td>
<td>Tides and Basic Oceanography</td>
<td>44</td>
<td>100</td>
</tr>
<tr>
<td>(e)</td>
<td>Safety</td>
<td>10</td>
<td>--</td>
</tr>
<tr>
<td>(f)</td>
<td>Field Practical Ashore</td>
<td>01 Week</td>
<td>100</td>
</tr>
<tr>
<td>(g)</td>
<td>Field Practical Afloat</td>
<td>01 Week</td>
<td>100</td>
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<tr>
<td>(h)</td>
<td>EDP Hydro Software Practical Exam</td>
<td>--</td>
<td>50</td>
</tr>
<tr>
<td>(i)</td>
<td>Fair sheets/ Work Book &amp; Field Book</td>
<td>--</td>
<td>50</td>
</tr>
<tr>
<td>(j)</td>
<td>Journal</td>
<td>--</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>340 Periods</strong>&lt;br&gt;+ 02 weeks practicals</td>
<td><strong>800</strong></td>
</tr>
</tbody>
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**Note:**

(a) For Theory classes 01 period consists of 40 minutes duration.
(b) Practical classes will be 01 hour duration each.