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National Institute Of Hydrography
राष्ट्रीय जल सर्वेक्षण संस्थान
C/o Headquarters, Goa Naval Area
मुख्यालय, गोवा नौसेना क्षेत्र
Vasco-Da-Gama, Goa – 403802
वास्को-द-गामा, गोवा-४०३८०२

827/2/1

Dec 16

REFRESHER CIVILIAN 'H' COURSE (83:024)
JOINING INSTRUCTIONS

Dear _____

At the outset, I congratulate you on behalf of the Officer-in-charge and staff, National Institute of Hydrography, on being selected for the course and extend you a warm welcome. These instructions are being sent to help you prepare better for the course and for your comfortable stay at Goa. Please find enclosed information sheet about Goa, NIH and the course.

2. 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. Core subjects in hydrography as also topics such as Nautical Charting, Coastal Zone Management, Industrial Offshore Surveys and other associated subjects, are covered in a professional manner. Practical exposure is provided wherever feasible.

3. With your background and experience in Hydrography, you are expected to come prepared for the course; and the level/ structure of the course is planned accordingly. An Entry Level Knowledge test (ELKT) will be conducted within the first five days of your reporting here to assess your existing level of knowledge. It is assured that this is not meant to evaluate your professional knowledge, but rather to help the instructors prepare their classes better.

4. I would also like to inform you that being a defence establishment, this institute follows strict rules regarding security and discipline. I am sure you appreciate the same and will cooperate with us on these matters.

5. Please feel free to contact us for any clarification/ query. You will find the contact details also in the enclosed information sheets.

My staff and I once again wish you a very pleasant stay at Goa and we look forward to having a mutually beneficial interaction with you.

NATIONAL INSTITUTE OF HYDROGRAPHY

VASCO-DA-GAMA, GOA

ABOUT THE PLACE

1. The National Institute of Hydrography is situated within the premises of 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 southern bank of Zuari river mouth. The town has a very rich maritime culture and is very cosmopolitan in nature. Here you will come across people from all religious and social background 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 specialises in iron-ore shipment. The Alparqueiros hill where the Institute is located overlooks this port and the estuary of Zuari River.



2. 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 monsoon rainfall. 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 & are reasonably priced. The places of interest in Goa are as follows:-



- Basilica of Boom Jesus
- Panaji Church
- The tomb of St. Francis Xavier
- Chapel of Don Lourence
- Se Cathedral
- Patriarchal Palace
- Church of St. Francis Assisi



- Historical Archives of Goa
- Viceroy's Arch
- Cabo Raj Niwas
- Church of our Lady of Rosary
- Bogmolo
- St. Cajentan Church
- Aguada Fort
- Shri Mangueshi Temple
- Reis Magos Fort
- Shri Mahalasa Temple
- Terkhol Fort
- Adil Khan Palace
- Ramnath Temple - Ponda
- Aravalem Water Falls
- Datta Mandir - Sankholi
- Mayem Lake
- Mahalakshmi Temple - Panjim
- Bondla Forest Game Sanctuary
- Calangute, Colva, Anjuna, Vagator, Dona Paula, Miramar



ABOUT THE NATIONAL INSTITUTE OF HYDROGRAPHY

3. The National Institute of Hydrography was set up at its present site in 1978. 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 naval hydrographic departments, and other maritime and port organisations, both Indian and foreign. The course duration of **Civilian 'H' refresher course** is **10 weeks**.

4. The Institute has a highly qualified teaching faculty, consisting of 8 officers and about 25 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 trainees. The Institute is equipped with all latest generation hydrographic surveying equipment and training aids. The training for all courses is a judicious mix of theory and practical classes. Every attempt is made to provide the trainees, adequate hands-on exposure to surveying softwares and equipment. The trainees are given adequate 'hands-on' training on all surveying and computer systems.

5. The Institute is recognised as the Regional Training Center in Hydrography for Southeast Asian countries. Personnel from Bangladesh, Iran, Myanmar, Malaysia, Vietnam, Nigeria, Oman, Seychelles, Singapore, Sri Lanka, Sudan, Tanzania, Indonesia, Cambodia, South Africa, Saudi Arabia and Thailand have been trained at this Institute. Being an Institute of international standing, we receive very distinguished visitors from India and abroad. The trainees are given opportunities to interact with the dignitaries who visit the Institute.

MATTERS OF GENERAL INTEREST

6. **Travel Arrangements.** In addition to the port, Vasco-da-Gama is well connected by road, rail and air. The bus terminal and the railway station are within walking distance from the Institute, just about 1.5 kilometres away. The Dabolim airport, situated about 5 kilometres away, operates both national and international flights. There are more than one daily-flight to and from Mumbai and Delhi. There are also several luxury buses that ply between Vasco-da-Gama and Mumbai, daily. One can travel locally by the numerous buses that ply in the town. Taxis and rickshaws are readily available. Additionally, one can avail the two-wheeler-taxis, quite unique to Goa, for short distance travel at a fee. If you are in possession of a valid driving license that is duly recognised by the local Road Transport Officer, you will be able to hire four or two-wheelers. The rates are variable and dependant on the tourist season. **You will have to wear a crash helmet while riding two-wheelers, even as a pillion.**
7. **Banking.** Branches and ATMs of most well known national and international banks are situated in Vasco-Da-Gama, within a distance of 2 kilometres from the Institute.
8. **Postal Services.** The Institute's postal address is appended below. Correspondence may be received on your behalf, if needed.

National Institute of Hydrography
C/O Headquarters Goa Naval Area
Vasco-Da-Gama
Goa - 403 802 (India)
Email Address: info-nih.goa@nic.in

9. **Contact details.** Some important phone numbers are listed below:-
- | | | | |
|-----|--------------|---|--------------------|
| (a) | 0832-2582800 | - | Officer-in-Charge |
| (b) | 0832-2513419 | - | Fax |
| (c) | 0832-2582802 | - | Chief Instructor |
| (d) | 0832-2582808 | - | Information Centre |
10. **Mobile Phone usage.** Strict regulations exist on the usage of cell phones within the Institute's premises. You are requested to adhere to these regulations.

ADMINISTRATION

10. **Arrival/ Reception.** Prior intimation of your arrival details will be appreciated. In case any assistance is required, the following number may be contacted:-
- | | | | |
|-----|------------|---|--------------|
| (a) | Duty Staff | : | 0832-2582808 |
|-----|------------|---|--------------|

11. **Accommodation.** No accommodation is presently being provided to civilian trainees within the base. However assistance may be provided by the institute's staff for arranging the same outside.

13. **Identity Cards/ temporary passes.** Temporary pass will be issued for the duration of the course to facilitate your entry/ exit through the main gate of the naval base. You are requested to ensure the safe custody of this pass and guard against its inadvertent loss. This may fall into wrong hands and compromise the security of a defence establishment.

14. **Leave and Holidays.** Leave will not be granted to the trainees, except in exceptional cases. The discretion for grant of such leave rests solely with the Officer-in-Charge of the Institute.

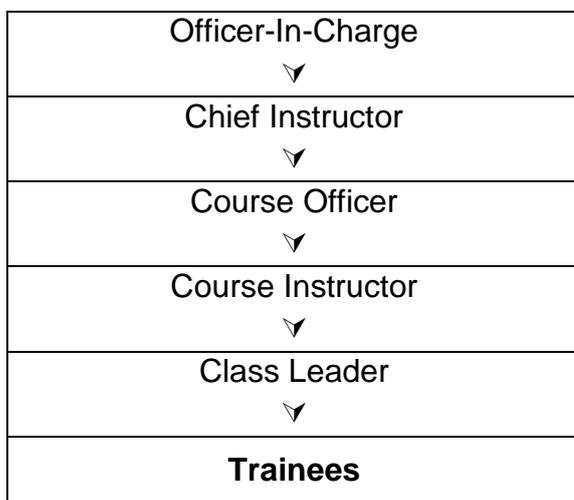
15. **Main Notice Board.** All temporary memorandum issued by the school, the Goa Area daily and other general orders are displayed on main notice board. Trainees are advised to read these for information and necessary compliance.

16. **Tea Club.** A tea club is run within the Institute on a no-profit-no-loss basis for the benefit of the staff and trainees. 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. The tea club dues are to be settled at the end of the month by class leader, collectively for the entire class.

TRAINING

19. **Training Organisation.**

(a) For the purpose of training and administration, the following hierarchy is to be maintained :-



(b) The institute comprises the following faculties and officers/ sailors from these faculties provide instructions on the subjects of the course:-

- (i) Faculty of Hydrographic Control
- (ii) Faculty of Hydrographic Practice
- (iii) Faculty of Ancillary Hydrography
- (iv) Faculty of Technical Orientation

20. **Course Officer.** An Officer-Instructor is 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. Under normal circumstances, trainees may approach Course Officer through their respective Course Instructors. In exceptional circumstances, a trainee may approach his Course Officer directly.

21. **Course Instructor.** A sailor-instructor is designated as the Course Instructor for a particular course. The Course Instructor will interact with you on almost a day to day basis. All personal, administrative and training matters pertaining to the trainees of a particular course will be dealt by the Course Instructor. The trainee may seek to meet the Course Officer through the Course Instructor.

22. **Class Leader.** The senior most person in each class will carry out the duties of the class leader. The duties of class leader are:

- (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 orderly an manner.
- (c) To report to the instructors as per the training programme when the class is ready.
- (d) To maintain the course diary as guided by the Course Instructor.
- (e) To liaise with the Course Instructor on behalf of the class regarding any administrative requirement.

23. **Weekly Training Programme.** The classroom/ practical instructions for each course are promulgated every week through a Weekly Training Programme. This weekly training programme will be ready on the last working day of the preceding week and a copy is put up in the notice board in the classroom allotted to each course. This will be provided to the class by the Course Instructor.

24. **Training Routine.** The Institute follows a six-day working week. The classroom/practical instructions are programmed only on the weekdays i.e., from Monday to Friday. Saturdays are devoted for extra-curricular activities, conduct of examinations, open-house discussions, equipment maintenance, guest lectures and so on. A typical training day forenoon session is made up of 08 periods classroom/practical instructions of 40 minutes duration each. The morning muster is at 0740 hrs; attendance is mandatory for all staff and trainees. The classes commence at 0750 hrs and continue until 1325 hrs, with a 15 minutes tea break from 1030 to 1045 hrs. At 1325 hrs the staff and trainees are again required to muster for the 'Evening Quarters', when the daily orders and other necessary instructions for the following day are read out or announced. The lunch break commences at 1330 hrs. On Saturdays, however the lunch break begins at 1230 hrs. The trainees are required to again muster at 1545 hrs on all working week days for 'Dog watch', for practical training, equipment practice, extra-classes for weak students. The 'Dog watch' ends at 1745 hrs. The weekly training programme will indicate the nature of 'Dog watch'.

25. **Library.** The Institute has a well stocked library of text books, manuals, pamphlets, technical papers, periodicals in Hydrography and related subjects. Library is open to trainees during the working hours.

26. **Discipline.** Trainees are expected to comply with relevant instructions/orders which may include Training Orders, Standing Orders and any other General Orders issued from time to time. Copies of these orders are available at Institute.

27. **Syllabus and Subjects.** A copy of the course syllabus will be handed over to the class leader at the beginning of the course for reference by the trainees. This copy of the syllabus is to be retained in the classroom. The following table gives the subjects taught to the various courses, along with details of periods allotted and examinations marks for each subject: -

<u>CIV 'H'</u>			
<u>Sl.</u>	<u>Subject</u>	<u>Periods</u>	<u>Marks</u>
(a)	Hydrographic Control	132	150
(b)	Hydrographic Practice	136	150
(c)	Tides & Oceanography	52	50
(d)	Journal/ Work Book/ Field Book	-	50
(e)	Practical Ashore and Afloat	01 Week	100
(f)	Total	320	500

28. **Examination and results.** Examination for each subject will be conducted immediately on completion of the instructional periods. The examinations are usually held on the Saturday following the subject completion. The duration of examination will be 2 to 3 hours as appropriate. In order to qualify in each subject the trainees will have to secure a minimum of 50 % marks in each written examination and 65 % marks in each practical

examination. Further, to qualify in the course securing an overall aggregate of 55 % marks is mandatory.

29. **Previous Knowledge.** The trainees are advised to brush up their previous knowledge in hydrography and related topics, before reporting for the course.

30. **Entry Level Knowledge Test.** Trainees would be required to undergo an Entry Level Knowledge Test on reporting for the course. The details of subjects for ELKT, are as follows:-

- (a) Hydrographic Control
- (b) Hydrographic Practice
- (c) Tides
- (d) Electronic Data Processing

You are expected to be thorough in the knowledge of your previous level course attended.