

See Distribution

05 Feb 17

**MINUTES OF THE TRAINING CAPTAIN'S MEETING**  
**HELD AT CN & MA CONFERENCE HALL ON 04<sup>TH</sup> FEBRUARY 2017**

1. The meeting commenced at 1100 hrs with the participation of following officers;

**Present:**

Capt(ASW)	KSP	Banagoda	NRX	568	TC
Capt (VNF)	WMJB	Wijekoon	NVX	5118	DAS
Cdr (I)	CKNB	Wittachchi	NRI	1076	CO/OIC N
T/Cdr (E)	SN	Dias	NRE	1870	2IC E
LCdr (S)	MPSDP	Frenando	NRS	1372	CC-LLMC
LCdr(NP)	NHUP	Silva	NRP	1240	JNSC
LCdr(S)	SAK	Gunathilaka	NRS	1410	2IC S&S
LCdr (ND)	BJJP	Cooray	NRX	1590	XO
LCdr (G)	JSD	Silva	NRX	1418	OIC G
LCdr (ND)	AMBGTM	Thilakarathe	NRX	1536	ADMIN
LCdr (C)	RRR	Lakmal	NRX	1627	OIC COM
LCdr (ASW)	SN	Thewarapperuma	NRX	1862	OIC SS
LCdr (NP)	UGM	Sumanaweera	NRP	1680	OIC CTU
LCdr	SC	Perera	NRX	1762	OIC DIV
LCdr (C)	SHDS	Fernando	NRX	1771	OTW
LCdr (E)	UKBD	Wijesinghe	NRE	2238	OIC NBCD
LCdr (C)	EDS	Dissanayake	NRX	1754	OTW
LCdr (ASW)	TRCB	Thennakoon	NRX	1791	OIC ASW
LCdr (C)	NWD	Kosala	NRX	1772	2IC COM
LCdr (VNF)	GGSR	Bandara	NVX	5831	OIC ELTS
LCdr (VNF)	KAB	Ajantha	NVX	5390	GED
T/LCdr (L)	HR	Thushara	NRL	2529	2IC L
Lt(IT)	NKBCL	Karunarathne	NRT	2428	2IC IT
Lt (PRO)	PPSI	Pathirana	NRR	2672	2IC PRO
Lt	MDPS	De alwis	NRX	2793	DAS
Lt(CE)	URDD	Kumari	NRC	2824	OIC CE
Lt(S)	ENP	Rathnayake	NRS	2942	ASO/SEC
SLt(AOH)	AI	Gunawardane	NRW	3789	OIC MEDICAL
Lt(VNF)	RMET	Bandara	NVX	5728	2IC MMTS
SLt (VNF)	RMNB	Rathnayake	NVX	5812	2IC PT

2. The meeting was called by Training Captain to discuss Training and Administrative matters of NMA and following points were raised;

**ITEM NO 01**

**State of syllabi/ training material**

Action to be initiated to obtain state of syllabi/ training material from all schools as per a designed format.

OIC TDEC

**ITEM NO 02**

**TC Divisions**

Date for the TC's Divisions is fixed as 20<sup>th</sup> February 2017 in dress no 5's.

OIC 'G' School

**ITEM NO 03**

**Training docket and aids**

Maintain adequate stocks of dockets and other training aids.

OIC TDEC  
All OICs

**ITEM NO 04**

**Revising of BR 10**

Action to be taken to revise the BR 10.

LCdr SHDS 'F'  
Nominated  
OICs

**ITEM NO 05**

**Conduct of Class room instructions**

All classes should be conducted in standard manner and adequate instructors are to be timely attached for classes.

All OICs

**ITEM NO 06**

**Leave/ Movement chart**

All Officers are to indicate their intended Leave/ Movement Programme with a lead time of 30 days henceforth.

Sec  
All Officers

**ITEM NO 07**

**Conduct of Trainees**

The conduct of OUTs and SUTs should be monitored for their adherence to the routine of the NMA. No deviation is to be done without the approval of TC or CN &MA.

All Officers

**ITEM NO 08**

**Instructor Evaluation**

Instructor evaluation should be conducted every 6 months based on the reporting date of the officer/ sailor. Action to be taken to initiate the Online Evaluation system.

OIC TDEC  
All OICs

**ITEM NO 09**

**Common format for Annual Plan/Course Reports/ Marks Sheet**

A common format for forwarding of Course Programmes/Course Reports/ Marks Sheets should be introduced to maintain a high standard.

OIC T DEC  
All OICs

**Item no 10**  
**Briefing of OOD**

Introduce a standard format for the daily briefing of OOD.

Lt HGA  
Somasiri

**Item no 11**  
**Requesting vehicles and weapons**

Requirements of vehicles and weapons are to be forwarded to XO at least one week prior to required date.

All OICs  
XO

**Item 12**  
**Report on buildings**

All OICs having custodianship of accommodation/ classroom buildings are instructed to forward a report regarding suitability for occupation/ usage. They may request repair/ renovation in consultation of OIC CE School / CCED (E). Occasion of report may be mid-course or occurrence, whichever is the earliest.

All OICs  
BO

**ITEM NO 13**  
**Nourishment**

All trainees are to be advised to consume a nourished meal. No adhoc measures are to be allowed when meals are concerned. Frequent reminders may be done to trainees on the importance of consuming a balanced meal. Checks are to be conducted in the General Mess as well as personal locker spaces to ensure same. Wastage of food is to be eliminated too.

All OICs

3. Further, Training Captain informed relevant Officers to make phone call when remark as 'Speak' and report to him when remark as 'See me or report' at any correspondent or any signal.



ENP RATHNAYAKE  
Lieutenant (S)  
Secretary

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