

**DGS ORDER NO. 2 OF 2007**  
**(In Supersession of DGS Order No.1 of 2003)**

**REQUIREMENTS AND PROCEDURES**

**TO OBTAIN APPROVAL FROM**

**DIRECTOR-GENERAL OF SHIPPING**

**FOR THE CONDUCT OF PRE SEA COURSES**

**FOR**

**TRAINING FOR SERVICE IN THE  
MERCHANT NAVY**

Jahaz Bhavan  
Mumbai, 400 001  
31<sup>st</sup> October, 2007

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## PART- 1

### **Administration and approval**

#### **1.1 Importance of pre-sea training:**

Ships are only as good as the persons who man them. Safety and efficiency of ships are dependent upon the professional competence and dedication to duty, of the seafarers on board the ships. To achieve this, maritime education and training, and within that, the pre-sea training, is of vital importance. All Institutes that conduct, or intend to conduct, pre-sea induction courses for merchant navy should aim at excellence and abide by these guidelines as set forth herein. Where considered necessary, additional norms may be issued by the Director-General of Shipping (hereafter DGS) for different categories of pre-sea induction courses. The DGS reserves the right to change, add, modify, rescind or replace these norms, or any part thereof, whenever considered necessary. Training of maritime personnel in India has been accorded the highest priority by the Government of India. To ensure that the competence of Indian seafarers is accepted throughout the world, improvements have been made from time to time in the training of seafarers in India. With advances in technology, and consequent changes, especially due to STCW 95, the international concept and practice of maritime training has undergone major changes in quality and quantity. To increase the supply of trained seafarers, the Government began to encourage maritime training in the private sector on a large scale in 1997. DGS, vested with powers and responsible for implementation of matters related to merchant shipping, has been issuing directives, whenever necessary, to ensure that international standards are complied with by all training Institutes in India. These are now consolidated, and supplemented through the present guidelines. These guidelines are required to be read with the Circulars, M S Notices or DGS orders, issued by DGS from time to time **(Annex XII)**.

#### **1.2 Objectives of pre-sea training:**

Candidates for pre-sea training come from varying social, cultural, geographical, linguistic and economic backgrounds. On completion of training, the officers and ratings join ships, and are required to be able to man the ships effectively and to have the knowledge, maturity and balance that enables them to react competency and resourcefully in an emergency. They should also know the manner of working and of behaving in their respective work-stations, accommodation, recreation rooms, dining halls and in all formal and informal contexts on board the ship and elsewhere. Bearing this in mind, it is imperative that officers and ratings undergoing pre-sea courses in maritime training Institutes

be provided with these facilities in adequate measure, and more. By placing emphasis on classroom and outdoor activities such as parade, physical training, swimming, boatwork, outdoor games, extra-curricular activities, etc., the candidate is expected to be fully oriented to be suitable for the seafaring profession. Cheerful obedience to orders of superiors, team spirit, leadership and other seaman-like qualities will have to be developed in them. Candidates passing out of approved Institutes would have to be of required standard in knowledge, competence and behaviour. Hence Institutes would need to fulfil these norms to be considered by DGS for approval to impart maritime training for the merchant navy.

### **1.3 Entry into force:**

All Institutes conducting approved courses are required to follow these guidelines with effect from the date laid down hereinafter at the end of these guidelines. Where the Institutes are already approved prior to the issue of these guidelines, their approvals are deemed to have incorporated these guidelines. If on the date of coming into force of these guidelines, an Institute has not complied with all the provisions of the existing Guidelines, Circular, M.S. Notices or Orders issued by the DGS till such date, then the Course under consideration of dispute, extension or deficiency will have to meet the requirements of these guidelines afresh and earlier approval for the course shall stand cancelled.

### **1.4 Entities eligible for approval:**

#### **1.4.1 Approval to Institute:**

Approval of DGS has to be sought for by any Institute, prior to running any maritime course. No proposal for approval of any maritime course or increase in intake in any maritime course including pre-sea courses will be entertained by DGS unless the Institute has been approved. All existing Institutes conducting any DGS approved course as on date when these guidelines come into effect shall be deemed to have been approved by DGS subject to the conditions in 1.3.

#### **1.4.2 Form of Institute :**

Only such institutes as promoted with a non profit making objective by leading and reputed shipping companies, ship and maritime related management companies, Government institutes and ship building companies with experience and knowledge of maritime life and matters and with support base from among the serving or retired marine professionals, need apply for consideration for approval. The audit accounts for the non-profit making organisation for the last 3 preceding years shall be submitted, and if the institute is newly founded the financial standing needs to be established.

- 1.4.2.1 An application for a new Training Institute shall hereafter be processed for approval only if it is received from a registered non profit making public trust or or a company registered under section 25 of Indian Companies Act, 1956 (hereafter `registered Sec. 25 Company') set up with educational purpose as its main objectives, by a company or a firm, which has been actively engaged and widely recognized and acknowledged in a marine related sphere.
- 1.4.2.2 Application from an existing Institute shall hereinafter be processed for approval for increase in intake in any course only if the Institute has been:
- (a) running the existing courses successfully and atleast two batches have passed out,
  - (b) has the highest grading and a satisfactory placement record,
  - (c) has an impeccable record with the DGS in regard to compliance with the conditions for approval and for running the courses.
  - (d) meets the requirements of these guidelines.
- 1.4.2.3 Application from an existing Institute shall herein after be processed for approval for a new course only if the Institute has been
- (a) running the maritime related courses satisfactorily,
  - (b) has the highest grading and a satisfactory placement record,
  - (c) has an impeccable record with the DGS in regard to compliance with the conditions for approval and for running the courses.
  - (d) meets the requirements of these guidelines
- 1.4.3 **Exceptions** Notwithstanding the eligibility conditions contained in Paras 1.4.2, applications received from institutions under DGS Order No. 1 of 2003 till the date of issue of this Order will be considered eligible and will be processed for approval as per procedure for approvals detailed hereunder.

## 1.5 Procedure for approval of an Institute:

An Institute that considers itself eligible will apply to the DGS in the prescribed Application Form (**Annex-1**), with the relevant

fees details and documents described below. If the proposal of the Institute is acceptable, it will be required to submit a Project Feasibility Report (PFR), fees and other necessary information as prescribed in **Annex-II/II-A or Annex III/III-A**. If the submissions are in order, or when they are put in order, the Institute will make a presentation of its proposal to the Collegium instituted vide DGS Order No. 1 of 2007 dated 29th June, 2007. Collegium in considering the application will also take into consideration broader aspects, demand supply of seafarers and other matters of relevance.

If the Collegium is satisfied with the proposal and the need to set up or expand the Institute, it will recommend the proposal to the DGS who will then consider and issue the letter of intent to set up the Institute and courses as per the DPR, or the DPR as duly modified on the advice of the Collegium .

#### 1.5.1 Application for approval to the Institute:

The proposed Institute shall apply to DGS for approval of Institute in Proforma enclosed (**Annex- I**). Five copies of the application shall be submitted and should contain details such as :

- (a) Name of the Institute
- (b) The form of organisation which proposes to run the courses i.e registered non profit making public Trust or Sec. 25 Company, having marine education as its main objectives.
- (c) Names of Trustees/Management committee members / Directors of the registered non profit making public Trust/Company along with their CV profile.
- (d) Resolution passed by such registered non profit making public Trust/Sec. 25 Company mentioning that they want to run/start the training Institute indicating the name of such Institute. Attested resolution shall have to be attached.
- (e) Intended location of Institute with availability of land of minimum four hectares of land on ownership basis or long term lease of not less than 10 years.
- (f) Courses the Institute intends to conduct
- (g) Business plan and project of the Institute
- (h) CV of Capt. Supdt. or Director or Principal for the Maritime Unit along with his willingness letter
- (i) Proposed layout of the premises
- (j) Plan of basic infrastructure with site plan , building plan duly approved by the competent town planning authority i.e campus, office, scholastic block, hostel, playground, swimming pool, parade-ground, facility for boating, galley, auditorium, ship in campus, as applicable, etc. .
- (k) Number and qualifications of faculty members intended to be appointed.
- (l) Project Feasibility Report (PFR)

- (m) The application should be accompanied by a detailed report with reference to 1.4 as the case may be, as to why the application should be accepted for consideration under these guidelines. The Project Feasibility Report (PFR) is required to be submitted and should provide details such as its mission and vision, background of Trust/Company, objectives and scope of the proposed Institution, Quality and Human Resource development policy with regard to faculty recruitment, justification for starting the proposed Institution/Course etc .

### **1.5.2 Funds for Capital :**

Source of funding of Institute for initial capital expenditure and recurring expenditure shall be shown in PFR. Proof of availability of finances for completing the project on time would be required.

### **1.5.3 Prerequisites for Approval of the Project:**

- 1.5.3.1 A letter of Intent/in-principle approval from the affiliated University shall be produced in case of all degree courses.
- 1.5.3.2 In case of marine engineering courses the proposal should also include a firm project plan for the ship-in-campus / afloat training through marine workshop along with necessary charts, diagrams and time schedule for construction, test run, commissioning and availability of funds thereof. In the event the institute opts for marine afloat training, the marine workshop with whom the afloat training is tied up will need approval of DGS specifically certifying its suitability for providing such complete afloat training.
- 1.5.3.3 For nautical stream degree courses, the Institute shall have affiliation from the recognised university. Institutes undertaking nautical technology courses (i.e. 4 year degree programme) shall have an embedded sea service segment as part of their degree programme. The sea segment of the training shall be ship board structured training of distance learning as per the requirement of the Directorate.
- 1.5.3.4 Institute is required to have its own land and infrastructure. Independent campus having classrooms, residential accommodation for warden, hostel, playground for volleyball/basketball, parade-ground, auditorium and workshop is essential. Institute shall make the arrangement for swimming, football ground and medical facilities, auditorium etc.

within the campus. Where on-campus facilities is not possible with respect to boating, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS. The institute is required to create the infrastructure and facilities including premises, laboratories, demonstration equipment, hostels etc. as prescribed in Annex-II and II-A or Annex-III and III-A as applicable.

#### **1.5.4 Fees :**

- 1.5.4.1 The institute shall pay a non-refundable registration fee of Rs. 10,000.00, by means of a Demand Draft in favour of the Directorate General of Shipping payable at Mumbai alongwith application for approval of the Institute in **Annex I**. If the institute fulfils to the satisfaction of the DGS the requirements as set out herein, it would be called upon to present a detailed proposal of the Project to the Collegium.
- 1.5.4.2 In case the project of the institute is approved by the Collegium, the Institute shall submit further details of its Institute in Annex II and Annex II-A or Annex III and III-A as applicable and pay a non- refundable fee of Rs.40,000.00 as processing fee by means of a Demand Draft in favour of the Directorate General of Shipping payable at Mumbai prior to the issue of Letter of Intent.

#### **1.6 Procedure for Approval of the project:**

- 1.6.1 The proposal, will be scrutinized in the Directorate, if it is considered that the application meets the necessary qualifications and is complete in all respects, it will be submitted before the Collegium.
- 1.6.2 The promoters shall be required to make a presentation taking into account the details submitted as prescribed in **Annex-I and Annex II and Annex IIA** or as prescribed in **Annex III and Annex IIIA** to the Collegium in which they would be asked to explain their project plan, along with the arrangements they have made for working out tie up arrangements with the sponsoring shipping companies for providing on-board training to the prospective and existing students. The applicant will need to satisfy the Collegium in all respects, and be prepared to support his project plan with verifiable proof of all his claims.

1.6.3 Institutes will need to show ability to provide or make firm arrangements for ship-board training for the prospective students. Tie ups\* must be provided as below;

1.	For courses 2 years or more	An undertaking to be given before grant of initial approval and the tie up firmed up at least 15 months prior to the completion of the course for at least 80% of candidates of that year.
2	4 years Dual course (polyvalent) 3 years ATS 1 year GME 1 year DNS	Firm sea time tie up letters will be required to be submitted at the beginning of the course for all students.
3	All courses with embedded sea time of 2 years or above.	Firm sea time tie up letters will be required to be submitted latest by 12 months after commencement of the course for all students.

\* In the interest of students, institutes are encouraged to provide embedded structured on board ship training of atleast six months during the course after obtaining firm approval of the Affiliating University and DGS.

1.6.4 If the Collegium is satisfied about the bonafides, qualification, seriousness of the applicant and the project prepared by him or with such modifications as advised, it will make a recommendation to the DGS who may then issue a letter of intent (**Annex-IV**) to proceed with implementing the project as approved, with any modifications as approved and revert to the Directorate when the complete infrastructure is ready including the approach roads to the institute. The Institute shall adhere to the time schedule as advised to the Collegium.

1.6.5 When the institute is ready to set up the new course, the Institute should confirm the availability of the facilities and readiness for inspection as detailed in the DPR and in **Annexes II/III and IIA/IIIA** together with the course approval fees as applicable to DGS.

1.6.6 The approval process for pre-sea training courses will be in two stages. The first stage will verify the setting up of the infrastructure and facilities and documentation thereof. The institute will be expected to have in place complete in all respect, the following:

1. Part A – Administration.

2. Part B – Director/Principal/Head of institute/Course.
3. Part C – Equipment, publications, and library facilities.
4. Part D – Facilities including laboratories and workshops.
5. Part E – Where relevant progress of Ship in Campus and stage of completion.

It may be noted that apart from inspecting the infrastructure for the course under approval, the inspection will verify availability of facilities and space for all courses running in the same site by the Institute and take a comprehensive view.

- 1.6.7 The second stage will verify the availability of the full complement of Institute/course staff, the availability of course material and curriculum and preparedness for TOTA. Progress in the ship in campus construction, if relevant, will also be verified to ensure readiness in time. It may be noted that the 2<sup>nd</sup> stage approval will inspect and verify the availability of faculty for the whole institute, and not just the course under approval.
- 1.6.8 For courses scheduled to commence in June / July of a calendar year, the request for 1<sup>st</sup> stage inspection as detailed in 1.6.5 above must reach the Directorate together with relevant fees and complete details before the **1<sup>st</sup> of June** of the preceding year. Similarly courses scheduled to begin in January, the request for inspection must be received by **1<sup>st</sup> January** of the preceding year. After preliminary scrutiny the Directorate will order an inspection of the institute.
- 1.6.9 This inspection of the institute for infrastructure etc will be completed by the Inspection Team by end of August of the preceding year or end of March as the case may be. It is expected that the Institute will have ensured complete readiness of facilities and infrastructure as defined in these guidelines for 1<sup>st</sup> stage of inspection for courses upto 2 year duration. The Institute is required to submit a certificate to the Directorate that infrastructure as required as per the DPR is in place along with all supporting documents.

For courses of more than 2 years, phase wise completion is required as follows:

<b>Duration of course</b>	<b>Minimum requirement of infrastructure during 1<sup>st</sup> stage inspection</b>
1/2 Years	Complete infrastructure including instructional area, library, administration, workshop, fixtures, lab area, hostel, playground, swimming pool, auditorium, etc.
3 Years	Complete infrastructure for 2 years including instructional area, library, administration, workshop, fixtures, lab area, hostel, playground, swimming pool, auditorium, etc.

	For the 3 <sup>rd</sup> year complete infrastructure should be ready in all respects before 1 <sup>st</sup> June of the 2 <sup>nd</sup> year of the 3 year course and application to be made for inspection as per the schedule stated in <b>Annex IX</b> .
4 Years	<p>Complete infrastructure for 2 years including instructional area, library, administration, workshop, fixtures, lab area, hostel, playground, swimming pool, auditorium, etc.</p> <p>For the 3<sup>rd</sup> year complete infrastructure should be ready in all respects before 1<sup>st</sup> June of the 2<sup>nd</sup> year of the 3 year course and application to be made for inspection as per the schedule stated in <b>Annex IX</b> .</p> <p>For the 4<sup>th</sup> year complete infrastructure should be ready in all respects before 1<sup>st</sup> June of the 3<sup>rd</sup> year and application to be made for inspection as per the schedule stated in <b>Annex IX</b> .</p>

If the infrastructure is not ready as per the stated schedule in the phase wise plan of construction submitted by the institute, the intake of 1<sup>st</sup> year shall lapse i.e. no new intake of students shall be allowed so that the Institute can devote its attention in ensuring the batch/es taken in the Institute are fully attended to.

However a 2<sup>nd</sup> opportunity will be accorded if any deficiencies pointed out in the 1<sup>st</sup> inspection (with a copy to the DGS) are to be made good by the institute by end of September (or April) as the case may be and the council invited for a confirmatory inspection, which will be held in Mid October ( or end of May )as the case may be. On completion of the confirmatory inspection, the LIC must forward the report together with list of deficiencies (if any raised) by 15<sup>th</sup> of October (or May) as the case may be. This report must also include copies of all supporting documents, photographs etc.

- 1.6.10 In case it is found that the institute does not have the required infrastructure for inspection complete in all respects by mid of October, the institute's application will not be considered for that year. The institute may then not ask for the inspection and may resubmit its application before **1<sup>st</sup> June/1<sup>st</sup> January** as the case may be for consideration for the next academic year.
- 1.6.11 For institute cleared by the DGS as having satisfactorily met 1<sup>st</sup> stage requirements, intimation will be communicated by end of **January/August** as the case may be. Such institute can proceed with completion of the academic requirements to be inspected and verified in the 2<sup>nd</sup> stage. On receiving the intimation from DGS of having satisfactorily met 1<sup>st</sup> stage requirements, the institute will approach the LIC/respective academic council for second stage inspection by end of March of

the calendar year/ September of the preceding in which the course is to commence, as the case may be, and offer themselves for 2<sup>nd</sup> inspection.

- 1.6.12 In case the institute cannot offer itself for inspection complete in all respects by end of March the institute's application will not be considered for that academic year.
- 1.6.13 This inspection will include checking of the faculty, course curriculum, lesson plan, class time table, instruction plan and also other academic and training requirements including Ship in campus etc. as required for the course. The LIC/Academic council will forward a complete report by the 15th of April/October, as the case may be to the Directorate together with list of deficiencies (if any raised) and must also include copies of all supporting documents including faculty details, teaching and load matrix for all courses conducted by the Institute, lab and workshop equipment etc including photographs.
- 1.6.14 The application will then be considered by the DGS and its decision made known by 15th July/end of December.
- 1.6.15 If in the opinion of the DGS, the institute does not fulfill these requirements, the institute shall not take up the course in that academic year nor shall advertise for the same. The institute may resubmit its application for consideration for the next academic year as per the calendar of approvals specified herein.
- 1.6.16 If during the course of setting up a new institute, information is received by the Directorate that false claims have been made or false information given, the DGS may suspend the process of approvals for the concerned academic year.

Further After giving reasonable opportunity to be heard, DGS may decide to disallow the institute from setting up the course.

In the case of an existing institution, if there are violation of conditions the process of approval of the new courses or increase in intake shall stand suspended.

**(Schedule of Inspection and submission of details by the Institute as prescribed in Annex- IX)**

**1.7 Validity of Approval.**

- (a) When all the requirements for all years of the course had been met, the provisional final approval will be granted by DGS in the format prescribed as **Annex - VI**.

- (b) For a 1 year course or a short course -approval will be final.
- (c) For a 2 year or longer course – since institutes do not engage faculty and provide complete facilities for subsequent years, initial approval will be for 1 year only and approval to the course will be provisional till the final year is approved. Subsequent years will be inspected and approved year-wise as per procedure and schedules herein till such time final year approval is granted. Approval will be granted in the format prescribed in **Annex-VI**.

1.7.1 Institute will be subjected to annual inspection and if required surprise inspection by the LIC/Academic council.

### **1.8 Validity of Letter of Intent :**

In case an Institute does not offer itself for the 1<sup>st</sup> or 2<sup>nd</sup> stage of approvals within 1 year of the completion of the project plan as per DPR approved by the Collegium, it will be expected that the institute will be asked to appear before the Collegium again to explain its reasons for delay. If it does not do so, or if it does not so satisfy the Collegium and obtain a fresh date for completion of its project in a revised DPR, the institute will be disallowed from setting up the institute / course, and the approval of DGS shall be deemed to have lapsed automatically.

### **1.9 No approval with retrospective effect:**

Approvals for new Institutes or for commencement of new courses or variation in intake capacity shall be prospective, and not with retrospective effect. Institutes shall not pressure on approvals and admit candidates without all their permissions in place. The DGS has instructions in place to Shipping Masters that no candidate admitted in unapproved courses will be issued with a CDC.

### **1.10 Name of Institute:**

Name of Institute will have to be got approved by DGS. No Institute will be allowed to use or continue to use for the training Institute any title or name which may suggest or be calculated to suggest the patronage of the Government of India or the Government of the State. Please see in this regard Sec.3, and clause 7 of the Schedule in the Emblems and Names (Prevention of Improper use) Act, 1950. DGS hereby lays down that words such as Indian, National or Bharat etc., shall not be allowed in the name of any training Institute. Any change in the name of the Institute is required to be submitted to DGS in advance, and approval obtained before using the new name.

### **1.11 Authorized signatories:**

All Institutes should forward the names and specimen signatures of two persons who are declared the authorized representative and alternate representative respectively to deal with DGS. No person other than these two persons will be entertained by DGS or the Academic Council for any purpose relating to the Institute. Documents submitted by the Institute, signed by other than either of them will not be accepted by DGS or Academic Council. No action will be taken on them and if there is a change in either of them it should be notified to DGS by a resolution signed by all Trustees or authorized Management Council member of the Society or directors of registered Sec. 25 Company as per the documents submitted to, and/or available with, DGS and Academic Council. The change should be notified to DGS well in advance and with indication of the date from which the change will be effective.

### **1.12 Code of Conduct for Advertisements/Brochure/Prospects:**

The Institute may advertise for courses in media or independently, giving correct information. It should include, inter-alia, the following:

- 1.12.1 Eligibility criteria as per DGS guidelines
- 1.12.2 Names of course/s
- 1.12.3 Course duration
- 1.12.4 Total fees structure and all charges payable with breakup
- 1.12.5 Number of seats sanctioned
- 1.12.6 Last date of submission of application
- 1.12.7 Date of commencement of course
- 1.12.8 Statement mentioning- Institute is required to ensure that on board training is provided to the candidates after the successful completion of the course, which may be mandatory for obtaining a Certificate of Competency issued by the Directorate General of Shipping, Mumbai.
- 1.12.9 Date of publishing of brochure/prospectus/advertisement.

Advertisements should **not** include the following

- 1.12.10 Assured passing of the candidates
- 1.12.11 False picture of prospects and high salaries
- 1.12.12 Mixture of DGS-approved courses and non-DGS-approved courses in the same advertisement.

Copies of all advertisements published or used must be sent to the DDG (Training) of the DGS to be kept in the Institutes file for record and for inspection as the need arises.

### **1.13 Ban on conducting courses not approved by DGS:**

- 1.13.1 Normally a Merchant Navy Training Institute approved by the Director-General of Shipping should conduct only courses

approved by DGS. This is important to give clear picture to the candidates who join the course on the strength of approval of DGS.

1.13.2 The existing training Institutes conducting any other non DGS approved courses in the same premises should approach the DGS with the details of the same before starting the next course, for obtaining no objection from the Directorate . Details of infrastructure and other facilities which will be required to be shared should also be indicated in the proposal.

1.13.3 In any case, no course similar to DGS-approved course should be conducted by Institute without prior approval of DGS. A clause should be added in the prospectus and/or brochures and/or advertisements of the concerned non-DG approved courses mentioning that "This course is not approved by Director-General of Shipping, Mumbai".

#### **1.14 Ban on Ragging:**

Strict measures shall be enforced to prevent ragging. The course in-charge shall be held responsible for any incidence of ragging. Strict, prompt, and strongest possible action should be taken against anyone indulging in ragging. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor and the action taken thereon by the Institute shall be kept. All cases of ragging should be reported to DGS immediately and in any case within 7 days from the occurrence of the event. Any instance of ragging established in the Institute will be considered serious misconduct attracting penal provisions by the DGS, including suspension of the candidate and appropriate action against the institute.

#### **1.15 Ban on Alcohol, Tobacco and Drugs:**

The Institute should have a policy on alcohol, tobacco and drugs. Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, must be strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate and by the Institute.

#### **1.16 Records of Institute :**

The Institute shall maintain records, advertisements and brochures as set out separately for each category of pre-sea induction course.

#### **1.17 Quality standards :**

Every Institute shall have an established quality system of the applicable ISO standard or approved equivalent, within six months of the commencement of its first DGS-approved course and any new DGS-approved course thereafter.

**1.18 Periodical returns:**

The Institute shall submit the periodical returns to DGS in the format of MS Excel, available at DGS website 'www.dgshipping.com', or it can also be obtained from training branch through e-mail. The returns should be forwarded strictly in the format as per **Annex- X.** on hard copy as well as on soft copy on floppy/e-mail. A course diary as per **Annex XI** to be strictly maintained and the available during periodic inspection by the competent authority.

**1. 19 Etiquette and other soft skills :**

The Institute should have a programme for imparting training to the pre sea candidates with respect to etiquette and other soft skills.

**1.20 Placement, counselling Cell and Alumini Cell.**

The Institute should provide a students activity centre which will cater to the objective of the students placements on ships for their sea service requirement criteria. It will also serve as a nerve centre to all students activities in the Campus in order to promote professional, social and intellectual interaction amongst the members and the Alma mater. The activity should also include organizing seminar/conferences, guest lectures/publication, etc.

## PART - II

### Campus

#### 2.1 Land requirements for the Institute:

The Institute must have an independent campus of 4 hectares or more. The land should be level and usable. More area may be required depending on the number of courses and students. This required land area should be used for Maritime Training and allied purposes. If however it is an Institute conducting other degree/diploma courses approved by the University, then the land, available with the Institute together for all such courses, should not be less than what is prescribed therein. Facilities for swimming, playgrounds, auditorium, parade ground, computer training etc. shall be located within the Campus. Where on-campus facilities do not exist for boating, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

The existing Institutes shall continue to be in compliance of DGS requirement of land as per DGS Order 1 of 2003 dated 15<sup>th</sup> January, 2003. However, in case an existing institute asks for any fresh approval of course or increase in intake they will be required to meet the new guidelines as stated under this Order.

#### 2.2 Location of Institute:

Approval to the new courses will only be given when all courses proposed are to be conducted within the same campus. This will be applicable whether the courses being conducted are pre-sea or post-sea. The Institutes which were already approved to conduct courses at different locations were required to ensure that all courses are restricted to one location by 01 July 2004 or specific extension thereafter. In case of non-compliance after the prescribed period, the approval shall be withdrawn from all non-compliant training Institutes for all the courses.

##### 2.2.1 Address for correspondence :

All correspondence with the Institute will be made only on the address where the Institute is physically located.

### **2.3 Shifting of Premises:**

The request for shifting of premises in the same city will be considered after receipt of processing fee of Rs. 20,000 only. The new premises will require to meet the requirements of these guidelines. Once training has commenced in one particular place with the approval of DGS, no request for change of premises will be considered till the completion of at least three years. Existing Institutes who shift to new campus only to comply with these guidelines need not pay this fee, as may be approved by DGS. The change of location of the Institute from one city to another will however be considered only as a fresh proposal, and the entire procedure for approval will have to be followed de-novo by the Institute in such a case. Institute will be re-inspected by LIC/ Academic Council after scrutiny by the DGS, prior to issue of the approval to conduct courses at new premises. The Institute can conduct the courses at the new premises only after receiving the approval for new premises from DGS.

### **2.4 Construction quality:**

All buildings of the Institute shall be:

- 2.4.1 Of regular ('pucca') construction. Temporary structures are not permitted.
- 2.4.2 With proper and permanent roofing -
- 2.4.3 Properly coated/painted,
- 2.4.4 With modern flooring of ceramic tile/granite/mosaic or similar material, and be
- 2.4.5 Treated for protection against termites and other pests.

### **2.5 Hostel and residential facilities:**

The pre-sea training shall be fully residential. The hostel shall include:

- 2.5.1 Rooms for candidates - the floor area should be minimum 3 sqm per candidate, if two tier bunks are provided, and 4 sqm per candidate, if single level is used.
- 2.5.2 Suitable mattresses of not less than 1.8 metres x 0.9 metre x 75 mm size shall be provided for each candidate.
- 2.5.3 One cot or equivalent of size compatible for the mattress shall be provided for each candidate.
- 2.5.4 Two-tier bunks are permissible provided the clear headroom above the mattress in each tier is not less than 0.9 metre, and ceiling fans are at a safe distance to avoid injury to occupants of the upper bunks.

- 2.5.5 One standard size of pillow per candidate shall be provided.
- 2.5.6 One cupboard with space, for hanging uniforms, and shelves for other personal effects. Minimum size of such space should not be less than 1.8 metre high and 0.45 metre wide (for each hanging space and shelves) and 0.48 metre deep. The cupboard shall be made of 18/20 gauge steel or may be built-in with good quality of wood, painted (preferably powder-coated) against corrosion. The foregoing conditions could be met by standard size cupboards 1.8 metre high and 0.9 metre wide with a central partition and twin doors. The cupboard space allotted to each candidate must have separate locking facility, preferably with the candidate's own lock.
- 2.5.7 One table, chair and table lamp shall be provided per candidate, within the cabin.
- 2.5.8 One waste paper basket shall be provided in each room.
- 2.5.9 Each room shall have sufficient natural ventilation and provided with adequate lighting and fans. For all windows, window curtains or blinds shall be provided. The window curtains or blinds shall be aesthetic and of uniform pattern/system throughout.
- 2.5.10 Suitable space shall be provided in each room for storage of the luggage of all the occupants of that room. Alternatively, a separate 'box room' with suitable racks may be provided for the luggage of all the candidates.
- 2.5.11 Institute shall have adequate conservancy staff for maintaining cleanliness of toilets, bathroom, all common spaces including corridors, public places, administrative and academic buildings, etc.

## **2.6 Drinking Water :**

Cold drinking water must be provided at adequate, appropriate locations on the campus, especially near the classrooms and hostel rooms, fitted with purification facility.

## **2.7 Toilet facilities in the hostel :**

In the ratio of not less than one wash basin of 50 cm breadth size shower and WC of at least 1 mt x 1.5 mt x 3 mt high each for every five candidates. Different utilities (wash basin, shower and WC) shall not be clubbed into one room such that if one candidate is using the WC, he would be denying other candidates the use of a shower or washbasin.

2.7.1 Water-supply:

Adequate arrangements for water-supply to toilets, 24 hours a day, shall be provided.

2.7.2 Walls:

Masonry walls shall be covered with good quality tiles to full height.

2.7.3 Wash-basins:

Wash-basins shall be of ceramic type of not less than 50 cm in size.

2.7.4 Toilet racks:

Each wash basin shall have a ceramic/glass shelf/rack for toiletries.

2.7.5 Light:

Each wash-basin shall have light suitably mounted above it.

2.7.6 Accessories:

The toilets shall have necessary towel racks, clothes hooks and soap holders.

2.7.7 Taps:

All taps shall be of nickel-plated metal or stainless steel. Plastic taps are not acceptable.

2.7.8 Exhaust fans:

Toilets/WCs shall be fitted with adequate number of exhaust fans to prevent any accumulation of foul air.

2.7.9 WCs:

All WCs shall be of Western style and fitted with toilet seats.

**2.8 Linen, laundry, and ironing:**

At the commencement of the course, the Institute shall arrange for the supply of new hostel linen to each candidate. On completion of training, the candidate shall be allowed to take away the linen provided to him. The linen supplied to each candidate shall include:

- 2.8.1 One mattress cover
- 2.8.2 Four white bed sheets, for use of two at a time
- 2.8.3 Two white pillow covers
- 2.8.4 Two white Turkish bath-towels
- 2.8.5 Two white Turkish hand-towels
- 2.8.6 One blanket where ambient temperature is expected to fall below 20°C.

Adequate laundry service must be provided either in-house or out-sourced. Facility for ironing clothes shall be provided at the rate of one electric iron and ironing board for every ten candidates.

## **2.9 Catering:**

### 2.9.1 Dining hall:

A dining hall suitable to seat all the candidates at one time may be provided. However, seating capacity of half the number of candidates at a time is permissible where staggered meal times are provided.

### 2.9.2 Ventilation:

The dining hall shall have natural ventilation and also be fitted with adequate lighting and fans.

### 2.9.3 Number of utilities:

Wash-basins, liquid-soap dispensers and hand-towels shall be provided at a rate of not less than one per ten candidates.

### 2.9.4 Kitchen (galley):

The floor shall be of stone or tiles, free of cracks, holes or gaps to discourage insects. The sides shall have tiles to the full height of the walls. The cooking platform should have a chimney or other effective means above it to take away the hot air and oil fumes resulting from cooking. There should be a proper airflow system with exhaust fans to prevent air and smoke etc. from entering other enclosed spaces in the campus.

### 2.9.5 Designated wash place:

A designated wash place for the utensils, cutlery and crockery shall be provided, outside the galley, fitted with adequate taps and platforms for segregation of dirty and clean items. Hot water should be made available on tap for this purpose.

#### 2.9.6 Uniform for catering staff:

While at work, all catering staff should wear uniforms. Cook's uniforms shall include 'chef caps' to prevent hair from falling into the food under preparation.

#### 2.9.7 Quality of food:

The food shall be nutritious and fresh and, where appropriate, served hot. The entire process of catering shall be hygienic and conducive to the maintenance of good health.

#### 2.9.8 Hygiene:

All spaces connected with catering shall be free of rodents, fungus or insects. Adequate number of insect traps shall be fitted to keep the catering spaces free of insects.

#### 2.9.9 Out-sourcing of food preparation:

In case of outsourcing, proper agreement must be entered into with the contractor. However the food must be prepared in the galley within the campus and must be served in dining hall of the campus. The quality must be strictly supervised by the Institute.

### **2.10 Classrooms:**

#### 2.10.1 Ventilation:

Classrooms shall be air-conditioned or have natural ventilation and be provided with adequate lighting and fans.

#### 2.10.2 Cooling:

Where the ambient temperature in the classroom is expected to exceed 35°C, air-conditioning shall be provided. In areas of low humidity, desert coolers may be provided instead of air-conditioners.

#### 2.10.3 Heating:

Where the ambient temperature in the classroom is expected to fall below 15°C, heaters shall be provided.

#### 2.10.4 Class-room size:

The carpet area requirement of the class rooms and tutorial rooms depends upon the number of students and type of seating arrangement. There shall be provisions for a platform, a table

and a chair for the teacher. In a class, frequently students make use of a data book, a calculator and notebook. As such the student will require a larger independent desk as compared to the requirements of classes for students of general education.

#### 2.10.5 Carpet area:

The size of the classroom for candidates shall be as given below:

<b>No. of candidates</b>	<b>Carpet area of room</b>
20	Not less than 30 m <sup>2</sup>
40	Not less than 50 m <sup>2</sup>
Between 20 & 40	Between 30 & 50 m <sup>2</sup>

No class of more than 40 candidates at a time is permitted.

#### 2.10.6 Black/white board:

Black/white board with chalk/marker pens of different colours shall be provided in each classroom.

#### 2.10.7 Overhead projector:

An overhead projector shall be provided in each classroom, suitably located for instant use without causing any blind sector to candidates.

#### 2.10.8 Screen:

A white screen of matt finish to be provided, suitably mounted, for use with the overhead projector

#### 2.10.9 For lecturer:

A raised platform with a table and chair shall be provided. The lecturer shall be provided a lockable cupboard for use in each classroom.

#### 2.10.10 For candidates:

Each candidate shall be provided with a separate wooden table and chair.

#### 2.10.11 Notice-board:

A notice-board shall be provided at the entrance of each classroom, displaying, among other notices, the weekly schedule of classes and the assigned faculty.

**2.11 Library-cum-reading room:**

A dedicated library-cum-reading room of not less than 20 m<sup>2</sup> per 40 candidates shall be provided, adequately stocked and furnished. Newspapers and magazines, technical and general, shall be provided. Control of the ambient temperature shall be provided as prescribed for classrooms. Preferably, a qualified librarian shall be in charge of the library-cum-reading room. Library facility to be made available for atleast 4 hours beyond class hours.

**2.12 Audio-visual equipment :**

The Institute shall have adequate audio-visual materials including TVs, video/CD players, appropriate video tapes/CDs, etc.

**2.13 Computer and projection facility :**

A computer and projector for PowerPoint presentations in classrooms when required, must be available.

**2.14 Maps, models, etc.**

Adequate number of world maps, models of ships, wall-mounted photographs of ships and ports, etc. shall be displayed in classrooms and other suitable places in the campus.

**2.15 Video-cassettes/CDs:**

The available video-cassettes/CDs should include

- 2.15.1 Entry into enclosed spaces
- 2.15.2 Use of breathing apparatus
- 2.15.3 Personal safety on Deck
- 2.15.4 Abandon ship

and other video cassettes/CDs, as may be prescribed from time to time.

**2.16 Computer training:**

At least five workstations for every 40 candidates, with MS Office which includes Word, Excel, Access and PowerPoint programmes, shall be provided for use by candidates on holidays and off-hours on weekdays. Where computer training cannot be imparted within the campus, formal agreement with suitable outside agencies with dedicated time slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted. However, the said workstations stated earlier in this clause must be available in a classroom within the campus.

## **2.17 Communication facilities :**

### 2.17.1 Internet:

Internet shall be available on the campus for use by candidates on holidays and after-hours on working days. At least four Internet workstations shall be provided for every 40 candidates.

### 2.17.2 Telephone:

Candidates shall have access to local, NSD and ISD telephone facilities within the campus. Institute shall ensure that adequate number of booths are available within the Campus such that the waiting period of the trainees is minimum.

### 2.17.3 Photocopying :

Candidates shall have access to photocopying facilities within the campus; however, copyrights of publishers must not be infringed.

## **2.18 Recreation room:**

A recreation room of not less than 20 m<sup>2</sup> per 40 candidates, with indoor games such as table tennis, carrom, scrabble, draughts, chess, etc., TV, Video, etc. shall be provided for use by the candidates.

## **2.19 Dispensary and medical emergencies:**

The Institute should ensure that Parents/Guardians are fully aware of the nature and extent of medical facilities being provided by the Institute for the entire period of study, without any scope for ambiguity, before the candidate takes admission to the Institute.

A dispensary stocked with adequate supplies for rendering first aid shall be provided. The Institute shall have the services of a doctor available everyday with appropriate recording of his attendance and a formal agreement with a hospital/clinic nearby in case of emergencies.

Institute must make arrangement to supply medicines as prescribed by the Doctor, and may debit the cost from the account of the cadet.

Provision of a vehicle with a driver at the Institute's cost must be available round the clock, to cater to medical emergencies.

## **2.20 Ship-type mast:**

A ship-type mast, approximately 10 meters high, for practice in mast climbing must be provided in a convenient location in the campus.

**2.21 Playground:**

A playground of at least 130 meters x 100 meters shall be provided within the campus.

**2.22 Parade-Ground:**

A parade-ground of minimum area computed at 15m<sup>2</sup> per candidate per course parade shall be provided within the Campus. This could be a part of the play ground of the Campus.

**2.23 Auditorium:**

The Institute should provide an Auditorium with adequate capacity to seat the full intake of cadets and faculty of one year together for all courses approved by the Directorate. They should also keep in mind the future plan for their further enhancement of intake in students while meeting the requirement of Auditorium capacity.

**2.24 Swimming facilities:**

The Institute shall have facilities for imparting training in swimming on Campus.

**2.25 Boatwork:**

Where on-campus facilities is not possible, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

**2.26 Alternate source of electric supply:**

2.26.1 An alternate source of electrical power capable of providing power to the following within ten minutes of the failure of the main supply shall be provided.

2.26.1.1 All lights and fans in the buildings and half the number of lights of compound.

2.26.1.2 Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, cooking equipment, designated emergency lift, telephone board,

2.26.1.3 Computers, UPS for computers, simulators and their air-conditioners.

- 2.26.1.4 The emergency power requirement for workshop facilities need not be concurrent or simultaneous with that required for the hostel as it may be presumed that both these premises would not be occupied at the same time.
  
- 2.26.2 The emergency generator and emergency switchboard shall be located in a self-contained room, at ground level in the campus, sufficiently segregated from the academic and residential accommodation in order to prevent unnecessary noise, vibration and atmospheric pollution.

## PART-III

### Faculty

#### 3.1 Faculty Strength :

The number of candidates in a lecture class shall not exceed 40. For practical and other work where greater inter-action is necessary, the class should be sub-divided into groups of not more than 8 candidates per instructor. At least 50% of the faculty in each category must be on full-time employment of the Institute. The minimum faculty strength for a batch shall be as prescribed separately for each category of pre-sea induction course.

#### 3.2 Approval of Faculty :

The faculty members may apply in the application form as prescribed in **Annex - VII** through an approved Institute. Each faculty member will be approved by the DGS initially for the subject/s for which he/she is considered to be competent to teach. Once the approval letter is issued for a faculty member, he/she will be free to teach that subject in any Institute. If that faculty member wants to also teach another subject, he will have to get approval from DGS for that subject separately.

#### 3.3 Separate course-in-charge for each course:

Where the Institute is running more than one course, each course should have different course in-charge.

#### 3.4 Appointment of faculty members :

The appointment of the faculty member for a particular course is approved at the time of granting approval for the course. Subsequent appointment of different faculty member should be made with prompt intimation to DGS/LIC in **Annex - VII** send for each change. Where the appointment is made in emergency like sudden illness, death, or resignation of existing faculty member etc. then the Institute should take the DGS's ex-post facto approval as early as possible. Until the approval from the DGS is received, the faculty should be appointed provisionally. Provisional appointment should not be for more than for one month in any case and the request for the approval of the same should be forwarded to DGS immediately. Such case of provisional appointments should be exception rather than rule. Normally such requests will be considered maximum 3 times a year, and subject to not more than 25% of faculty strength.

### **3.5 Visiting faculty members and guest lecturers:**

In view of the paucity of teachers in specialised subjects and in order to cater to instructional requirements, visiting faculty members may be resorted to, as and when necessary. However, too much of dependence on visiting/part-time faculty members should be avoided. At any time, the Institute should have on its rolls a minimum of 50% permanent faculty members. The Institute should arrange as many guest-lectures as possible, by distinguished persons from the industry, and having managerial responsibilities related to the course.

### **3.6 Qualifications and attributes of faculty:**

3.6.1 Only properly trained and qualified personnel should impart training and instruction.

3.6.2 All faculty members shall have undergone an appropriate, approved 'Training of Trainers' course or equivalent as acceptable by the DGS, except those who have the background of having demonstrated proven pedagogic skills for more than 5 years and are approved as such by DGS.

3.6.3 Faculty members should be capable of clear, loud, vocal communication in English, without any speech defect and, when interacting with ratings, be capable of expressing themselves in Hindi.

3.6.4 The qualifications of the course-in-charge and faculty members shall be as prescribed separately for each category of pre-sea induction course.

3.6.5 Maximum age of Principal/Director/Capt. Supdt/Dean/Faculty and Instructor:

The maximum age of Principal/Director/Capt. Supdt./Dean/Faculty and Instructor shall not exceed 67 years. Extension beyond 67 will have to be sought in advance, and shall be granted by the DGS depending on the merits of the case, but shall not in any case exceed 70 years.

### **3.7 Training and Leave Reserve:**

To enable institutions to sponsor faculty for staff development programmes such as TOTA etc. and to allow them to avail of leave, it is necessary that adequate number of persons are available as leave reserve. It will be desirable to have 10% staff in excess for this purpose, and the said arrangement can be in terms of visiting faculty also.

### **3.8 Personnel on duty:**

There must be persons designated, as prescribed separately for each category of pre-sea induction course, to be on duty in the campus at all times during the course period. This is to ensure welfare, discipline, and safety amongst candidates, and for overall security of the Institute. It is imperative that the person designated to be on duty and in-charge of discipline must eat with the candidates in the dining hall. This will not only take care of discipline and table manners, but also ensure that the standard of quality of food is maintained. Wardens can be a course officer or instructor.

### **3.9 Faculty room:**

There shall be a room for faculty members, separate from the office space, as follows:

- 3.9.1 For each full-time faculty member, carpet area not less than 4m<sup>2</sup> with separate chair, table and cupboard.
- 3.9.2 Modular separation is required.
- 3.9.3 For visiting faculty members, additional table and chairs.
- 3.9.4 Fans and, where necessary, provisions for the control of the ambient temperature shall be provided as prescribed for classrooms.

## PART -IV

### **Course facilities and fees:**

#### **4.1 Course strength:**

The number of candidates shall not exceed 40 per course while applying for initial approval and the maximum students in a class shall not exceed a strength of 40.

#### **4.2 Staggered batches:**

Staggering of batches has led to lower number of teaching days and has not proved to be a successful learning experience. Staggering of batches through the year will therefore not be permitted except as follows:

(i) IGNOU DNS 1 year Course: 2 batches in a year beginning in August and January of every year.

(ii) GP Rating : 2 batches of 6 months each in a year each beginning in August and January.

(iii) Graduate Marine Engineering Course(GME) 1 year course: 2 batches in a year each beginning in August and January.

#### **4.3 Increase in course capacity :**

Any request for increase in the capacity or additional batch of the course, once the Institute is in compliance of the requirement under para 1.4.2.2 will be considered afresh, and the Institute will be required to pay the non-refundable processing fee again along with the application. Inspection by the LIC/Academic Council on the advice and scrutiny of DGS will take place only on such payment being made.

#### **4.4 Admission standards:**

Admission standards shall be as prescribed separately for each category of pre-sea induction course. At present these are prescribed in DGS Circular No.7 of 2005 dated 17<sup>th</sup> June, 2005. The Institute must follow these standards strictly and no approval for deviation shall be given. In case it comes to the notice of DGS that Institute has given admission to any candidate who does not fulfil the eligibility criteria, this will be treated as serious misconduct by the Institute and it shall be liable for penal action including withdrawal of approval of the course.

#### **4.5 Verification of documents:**

Before admission, all original documents in support of the applicant meeting the admission standards must be scrutinised by the head of the Institute or by his authorised representative. The responsibility for such scrutiny and verification of authenticity of these documents shall be that of the head of the Institute. The Institute must retain an attested photocopy duly signed by the respective candidate for a period of not less than 5 years. Since the originals are being seen by the Institute, the photocopies need not be attested, but the person verifying original can make an endorsement on the photocopy with his name and designation.

#### **4.6 Suggestive Daily routine:**

The suggestive daily routine is enclosed at **Annex – VIII**.

#### **4.7 Course content:**

The course content and the distribution of hours for each topic/activity may be given separately for each category of pre-sea induction course. These must be strictly adhered to.

#### **4.8 Detailed teaching syllabus:**

Teaching syllabus shall be as prescribed for each category of pre-sea induction course. Institute shall ensure that the detailed syllabus is brought to the notice of the students at the beginning of the academic semester/academic year and records to be maintained to this effect.

#### **4.9 Text-Books**

Text-books shall be as may be prescribed separately for each category of pre-sea course and must be given independently to each student who may take the same with him/her at the end of the Course.

#### **4.10 Four basic modular courses:**

The Institute shall arrange for the candidates to undergo the following courses independent of the stipulated period of pre-sea training, and before issuing them a final passing out certificate:

4.10.1 Personal Safety & Social Responsibilities (PSSR)

4.10.2 Personal Survival Techniques (PST)

4.10.3 Elementary First Aid (EFA)

4.10.4 Fire Prevention & Fire Fighting (FPFF)

4.10.5 The basic courses listed above must be courses approved by DGS in the Institute.

4.10.6 Where facilities to conduct these courses do not exist within the campus, formal agreement with other approved Institute/s is permitted. However, the responsibility for all arrangements, such as transportation, boarding, lodging, etc., while the candidates undergo these basic courses outside the campus, is that of the Institute that conducts the pre-sea training. A separate certificate must be issued to each candidate for each basic course.

**4.11 Course dates:**

In order to maintain uniformity, the date of commencement of pre-sea courses shall strictly be first working day of the month, unless it is fixed as per the requirement of the affiliating University.

**4.12 Schedule of Classes:**

The Institute shall conduct classes only from Monday to Saturday, and in one shift only. Sundays should be excluded from the course plan. No class shall be conducted on Sundays..

**4.13 Duration of the course:**

The duration of the course shall be as prescribed separately for each category of pre-sea induction course. The entire teaching in a week will consist of about 45-55% time devoted for lectures and the balance for tutorials and practicals.

**4.14 Log-book:**

During the course period, the Institute shall maintain a daily log-book, written up by the Officer on Duty (OOD) and countersigned by the course-in-charge. It shall contain the following details:

- a. Name of the Institute
- b. Day and Date
- c. Period covered: 0900 hours previous day to 0900 hours present day
- d. Number of candidates on the rolls
- e. Number of candidates absent, with reasons thereof – leave, sick, etc.
- f. Names and designations of persons on duty
- g. Names and designations of faculty absent, with reasons thereof – leave, sick, etc.
- h. Routine extra-curricular activities
- i. Routine academic activities
- j. Any extra-ordinary events
- k. Any breach of discipline, and action taken thereon
- l. Times of interruption of main electric supply
- m. Times when alternate source of power switched on and off
- n. Any other matter of significance not covered above.

#### **4.15 Intimation to DGS, INDoS and to Shipping Master:**

##### 4.15.1 Intimation to DGS and INDoS:

Within two weeks of commencement of the course, the head of the Institute shall send a list of candidates, in the prescribed format, to the DGS and to the INDoS Cell, Mumbai. The Officer in-Charge of the INDoS Cell shall allot a distinctive permanent Indian National Database of seafarers (INDoS) number to each candidate and communicate the same to the Institute. The INDoS number should be stated in all maritime certificates and documents issued in India to that candidate.

##### 4.15.2. Intimation to Shipping Master:

The Institute shall provide information to the Shipping Master as per the existing guidelines as issued by the Directorate with respect to issuance of CDC.

#### **4.16 Evaluation and monitoring :**

The Institute shall have in place a demonstrable system for continuous evaluation and continual improvement, during the course of training, to ensure that the course objectives are being attained.

Duly filled up feed back forms from the candidates are to be maintained systematically for a period of 2 years. The trainees should be encouraged to offer their feedback in their own handwriting, without having to disclose their identity.

#### **4.17 Final Examination:**

4.17.1 Towards the end of each course, there will be a final examination consisting of written, oral and practical segments.

4.17.2 Except and till otherwise provided, the examinations are to be conducted, and the assessment made, by the Institute itself.

4.17.3 The Institute shall retain the answer-scripts and other assessment records for at least twelve months thereafter.

4.17.4 In order to ensure that proper valuation has been done, a member of the Academic Council, or other officer appointed by DGS, possessing an appropriate Certificate of Competency, may review assessment records at random and also ask during the surprise/annual inspection questions of some of the candidates to assess the general quality of training imparted.

4.17.5 The structure of the assessment system is given separately for each category of pre-sea induction course.

- 4.17.6 The criterion for issue of a passing out certificate is given separately for each category of pre-sea induction course.
- 4.17.7 Instruction for 're-sits' of failed candidates is given separately for each category of pre-sea induction course.
- 4.17.8 The format of the passing out certificate is given separately for each category of pre-sea induction course.

**The sub-paras 4.17.1 to 4.17.8 are not applicable in case examinations, assessments are conducted by the University, to which the institute is affiliated.**

#### **4.18 Entry of Final certificates in INDoS:**

The details of the four basic certificates – PSSR, PST, EFA and FPF – and the final passing out certificate issued to each candidate, after the course is over, shall be communicated by the Institute to the Officer in-Charge, INDoS Cell in a prescribed format, for entry of the same in INDoS.

#### **4.19 Use of uniforms:**

4.19.1 Uniforms serve four main purposes.

Firstly, rich and poor candidates cannot be distinguished by their apparel.

Secondly, persons wearing uniform tend to behave correctly in public, as they are conspicuous by their appearance.

Thirdly, proper hierarchy is established by the epaulettes worn.

Fourthly, laminated photo identity cards hanging on the right shirt-pocket (preferable to plastic name-plates) establish precise identity of the wearer.

4.19.2. It is therefore necessary for not only the candidates to wear uniform but also for the faculty members who should set example.

4.19.3 Uniforms for faculty members should be as prescribed separately for each category of pre-sea course.

4.19.4. Uniforms for candidates should be as prescribed separately for each category of pre-sea course and must be of sufficient quantity to allow for regular use of the candidates.

4.19.5 The list of accessories that each candidate must possess whilst under training shall be as may be prescribed separately for each category of pre-sea courses.

4.19.6 All staff, faculty members and candidates must wear uniform at all times in the campus – ceremonial kit, day kit, games kit, boiler suits, night suits, swimming kit, etc.

#### **4.20 Fees:**

The Institute may charge a reasonable amount of tuition fee and other dues from the Candidates. However, the full amount of fees and dues which is being charged under each separate head and in total, or any subsequent change in the fees and dues structure, should be intimated to the DGS. During inspections by the LIC/Academic Council and Directorate this point may be checked with records available in the Institutes and deviation shall be treated as serious misconduct by the Institute attracting penal provisions including withdrawal of approval of the course by the DGS. The total tuition fees and other dues to be charged from a candidate should also be printed in the prospectus and/or brochures to avoid possible malpractices. A copy of the prospectus and brochures of each course should be sent to the DGS for record before commencement of the course.

#### **4.21 Method of collection of fees:**

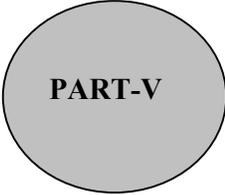
All collection of fees and dues from the students should be through DD/cheques only for which proper receipts should be given to the candidates and proper records should be maintained by the Institutes. Any collection in cash from candidates by the Institute shall be treated as misconduct by the Institute and shall be liable for penal action including withdrawal of approval.

#### **4.22 Remission of fees to girl-candidates**

To promote the entry of girls in the shipping sector, it has been decided to offer incentives to such girl-students in Government aided training institutions, that is, in TS Chanakya, MERI Kolkata and MERI Mumbai. All private Institutes are requested to give 50% remission in fees to girl-students in pre-sea courses.

#### **4.23 Annual remittance to Government:**

All approved Institutes and approved workshops themselves conducting maritime training course, shall pay to the DGS one percent of the total fees which will include tuition and all other fees chargeable from a student, for the sanctioned strength of all courses, every financial year from 1<sup>st</sup> April to 31<sup>st</sup> March, the minimum of which shall not be less than Rs. 10,000. This amount of annual contribution to Government should be remitted to the DGS by 31<sup>st</sup> May after every financial year by DD payable in the name of Director General of Shipping. A penal interest of 18% shall be levied on the amount due when there is a default by the Institute/workshops. Moreover, if the amount due is not received by 31<sup>st</sup> July of the year, the approval itself may be suspended till such time the payment is made and the Institute will be responsible for all consequences arising thereof.



**PART-V**

## **Disciplinary action**

### **5.1 Automatic lapse of approval:**

Where, after the approval of the DGS, no pre-sea induction course is conducted for a year or more, the DGS approval shall be deemed to have automatically lapsed by default. This is necessary since the faculty would not normally be retained/utilized and the equipment and hostel-premises might have deteriorated during this period. The approval may be revived by subsequent inspection on a request received from the Institute, and after payment of processing fees.

### **5.2 Role of the LIC/Academic Council:**

5.2.1 Inspection for verification of infrastructure, faculty etc. as given in the document for initial approval after giving intimation to the institution or on receipt of request of the Institute through DGS

5.2.2 Unscheduled (surprise) inspection to verify that the contents of the approved documents from the proposal are properly and adequately in place, and are being followed in principle and practice

5.2.3 Periodic inspections for continued approval of the courses

5.2.4 The Local Inspection Committee/Academic Council shall report any inspection carried out, based on the applicable documents of the Institute and as per the requirement of the DGS in the approved format.

5.2.5 The LIC/Academic Council shall insist on quality standards and certification of the Institute

5.2.6 Observations for further development of Institute to streamline its working may be made. Such observations would be prudent advice and should be heeded to by the Institute.

5.2.7 If the LIC/Academic Council during the course of inspection finds a deviation from fair methods of principles and practice, it should immediately bring it to the notice of the Institute and seek immediate compliance or compliance within a specified period.

The Chairman of the LIC/Academic Council should convey this in writing to the Institute. The report to the Chairman of the LIC/Academic Council must contain the list of deficiencies duly endorsed by the LIC members and if possible at least a senior person from the Institute. The Institute must be given a fair chance to express its point of view and arguments to LIC/Academic Council. This exercise is to ensure that the Institutes continue to maintain high standards in academic education and training.

- 5.2.8 Generally no on-going course shall be terminated or suspended unless there are ample reasons to justify such a withdrawal as in para 5.5.5. In all other circumstances, the findings of the inspection should be immediately reported to the DGS with a clear recommendation stating the proposed course of action.

### **5.3 Types of deficiencies:**

Deficiencies may be of two types: major and minor.

#### **5.3.1 Major deficiencies :**

Intentional violation of the instructions of the DGS with a motive to circumvent rules/guidelines, and profession of any unlawful practice shall be classed as a major deficiency. Any change from contents of the approved documents in Part A, B, C, D and E which is intentional and evident in the principles and practice of the Institute shall be treated as major deficiency. Major deficiency shall comprise of any item such as:

- 5.3.1.1 enrolment of the number of students in excess of approval,
- 5.3.1.2 admission to ineligible candidates,
- 5.3.1.3 inadequacy of the faculty to impart training,
- 5.3.1.4 irregularities in fees,
- 5.3.1.5 irregularities in teaching hours and
- 5.3.1.6 break-down of general discipline
- 5.3.1.7 any other significant lapse from the guidelines.

In the event of such deficiencies being noted during inspection, they should be reported to the DGS immediately.

- 5.4 In the event of ineligible admissions, subsequent batch of the course concerned or more batches will be suspended without any Show Cause Notice or intake of the institute may be reduced to the extent of double the

number of ineligible candidates admitted in the previous batch, and may extend to suspension of approvals for intake of new batches in case of repetition in same or other courses by the Institute.

## **5.5 Withdrawal of approval:**

### 5.5.1 Categories of withdrawal:

Detection of any major deficiencies may lead to imposition of penalty of withdrawal of approval of the course. Withdrawal can be either temporary or permanent. Permanent withdrawal can be for the course, or for the Institute. Permanent withdrawal for the Institute can be ordinary, or immediate. These categories are explained below.

### 5.5.2 Temporary withdrawal of approval:

Temporary withdrawal means that the batch/es which are being actually conducted shall be allowed to run and be completed so as not to adversely affect the students undergoing the said courses, and on completion on due date, no fresh batches shall be allowed to join. If the Institute has already admitted students to the next course, collected fees etc, it shall return the fees and intimate the students about temporary withdrawal of approval, and shall not conduct the next course. If there is any violation of this guideline, then it shall automatically result in the permanent withdrawal of approval by DGS. On compliance with the deficiencies pointed out by the inspecting authority, and on approval by the competent authority, the temporary withdrawal may be rescinded and the batches for the approved courses can begin once again as per relevant criteria and guidelines for the course at the time of restoration of approval.

### 5.5.3 Permanent withdrawal of approval:

Permanent withdrawal means permanent discontinuation of the course after the current batch completes that particular course. Thereafter no batch shall be conducted, and the approval to the course will be permanently withdrawn. If the deficiencies as a result of which the approval to the course was permanently withdrawn have been rectified to the satisfaction of the inspecting authority, then the course should be applied for once again, and after payment of non-refundable processing fees and the necessary inspections, as per Sec. 1.5 to 1.9 of the Circular and approval may be granted but not in any case prior to the lapse of a period equal to three batches of that course.

#### 5.5.4 Ordinary permanent withdrawal of Institute approval:

If however the type of major deficiencies is such that a permanent withdrawal of the approval be imposed on the Institute itself, then the Institute shall be closed down as soon as the current batches complete their course.

#### 5.5.5 Immediate permanent withdrawal/cancellation of Institute approval:

In extra-ordinary cases where the deficiencies are so serious that DGS comes to the conclusion that the approval should be withdrawn from the Institute itself, that is, for all the approved courses in the Institute without even waiting for the current batches of students to complete the current course, such action may be taken with immediate effect. This shall also be known as cancellation of approval of the Institute. Attempts should however be made by the Institute to get the eligible students so adversely affected by such immediate withdrawal into some other training institution, after such cancellation. Cancellation shall be resorted to where serious fraud, which amongst others may include faked records, issue of certificates without attendance by candidates, etc. is detected. The decision of the Directorate in this regard will be final and binding on the Institute.

### **5.6 Procedure for withdrawal:**

Normally a show-cause notice will be issued by the DGS indicating the specific deficiencies and the category of withdrawal contemplated, and the period within which reply should be given. Thus, opportunity will be given to the Institute to present its side prior to the final decision on any withdrawal/cancellation. However in the event of immediate withdrawal, it will not be possible to issue the usual show-cause notice with the usual time.

### **5.7 Competent authority for withdrawals:**

All approvals/withdrawals will be issued by the DGS, unless specifically delegated to any subordinate authority.

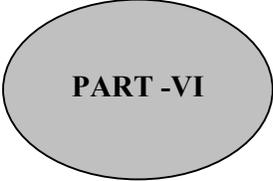
### **5.8 Discontinuation of DGS approved Courses/ Closure of Institution**

DGS approved running pre-sea Degree/Diploma Courses are not permitted to be discontinued/Institution closed without completing the complete course for the students enrolled and obtaining prior approval from the DGS. All efforts shall be made by the Institution to complete the Course of the enrolled students. Discontinuation /closure of the Courses/Institution may be considered by the DGS only in extreme cases, and on confirmation that the Institute is no longer in a position to run the Institute/Courses. In such cases the Institute/Society/Trust is required to submit a proposal to the DGS along with the following documents, and subsequently present their case to the Collegium:

- (a) Reasons and justification for closure of the Institution/Courses.
- (b) Board Resolution/decisions of the Trust/Institution regarding closure of the Institution/Courses.
- (c) Details of student's year wise undergoing the course as on date. Consent of the students for their transfer to other Institute, including details of availability of seats in other DGS approved Institute, in case the institute is required to be closed prior to completion of the Course.
- (d) Details of admissions made during the past four years or for the period approved by DGS.
- (e) No Objection Certificate from the concerned authorities such as the State Government /UT and the Affiliating University/AICTE for closure of Institution/ Courses as the case may be.
- (f) Information of the assets available with the institution.
- (g) Details of the dues and liabilities arising out of the closure of the Institution/Courses.
- (h) Details of the existing faculty and other employees working in the institution.
- (i) An undertaking on a non judicial stamp paper by the Institution stating that the Society/Trust/Institution is liable for all consequences including the settlement of all dues to the students and other agencies, arising out of the closure of the Institution/Courses. If the closure is prior to the completion of Course, Institute is liable to return the course fee collected from the students for the academic year(s) completed.
- (j) Members of the LIC/Academic Council may visit the Institution to ascertain the feasibility of closure of the Institution/Courses, and also to assess the liabilities arising out of such closure.
- (k) A decision shall be taken by the DGS on receipt of the recommendations of the LIC/Academic Council and presentation made by the Institute to the Collegium.

### **5.9 Display on DGS website:**

Approvals, withdrawals and cancellations will be displayed on the official Website of the DGS ([www.dgshipping.com](http://www.dgshipping.com)).



**PART -VI**

**Effective date**

6. Effective date of implementation of guidelines:

**These guidelines shall come into force with effect from 31<sup>st</sup> October, 2007.**

**( Kiran Dhingra )**

Director-General of Shipping and ex- officio  
Additional Secretary to Govt. of India

**CONSIDERING THE ELIGIBILITY OF NEW INSTITUTE  
BY THE DIRECTOR GENERAL OF SHIPPING**

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the Non profit making Registered Public Trust / Sec.25 Company making the application.				
2.	Name of the Trustees/ Management Council and Authorized signatories on behalf of the applicant organization who will be managing /owning the Institute/Director of Sec. 25 Company/ Trust (Documentary evidence to be attached)				
3.	Date of Registration of non profit making public Trust/ Sec. 25 Company & Act/P&L Statements duly verified by CA for the next 3 years (if applicable)				
4	Past/existing educational/ marine educational experience of the applicant Trust/ Sec 25 Co., if any and list of courses being run (with the address of location)				
5.	Resolution passed by such Registered non profit making Public Trust/Sec. 25 Co. mentioning that they want to run/start the training Institute indicating the name of such Institute. (Attested resolution to be attached)				
6.	Fees: Demand Draft for Rs.10000/- payable at Mumbai to DGS:-				
7.	Name of the Institute (proposed to be set up).				
8.	Address/Location				
9.	Telephone / Fax /E-Mail	Tel:  Fax:  Email :			

10.	Layout of the premises with approved blue print				
11.	Are the premises owned or leased? If leased, duration of lease available from date of this application. Proof of ownership/lease for minimum period of ten years to be produced with enabling provision for renewal of lease for a further period of three years. Copy of Land use certificate, Land specification with respect to category of City to be stated.				
12	Proof that the land has been exclusively earmarked for the proposed Institution by any resolution. (Attach copy of resolution of Non profit making Registered Public Trust / Sec.25 Company /Applicant)				
13.	Courses which are proposed to be conducted in the proposed Institute.				
14.	Business Plan of the Institute				
15.	Name of the Head of the Institute				
	(a) Qualification				
	(b) Date of birth/Age				
	(c) Experience				
	(d) Teaching Experience				
16.	Name of the Principal/ Director/Capt Supt. (CV to be attached) identified for the proposed Institute.				
17.	Infrastructure Facilities: Tentative plan with estimated cost of basic infrastructure i.e campus facility, office, scholastic block, hostel, playground, swimming pool, parade ground facility, boating (tie up letter, if not in the campus), galley, etc.				

18.	Sources of Funds (Equity & Debt both). a. Initial capital expenditure b. Recurring capital expenditure (Details to be attached) c. Present fund position				
19.	PERT chart for constructing/making the Institute operational				
20.	Apart from intended marine related courses, specify other educational courses being run or proposed to be run by the Trust/Company, including tie up/affiliation with foreign Universities.				
21.	Proposed details of affiliation with University/AICTE approval in case of 4 year plan for B.E. Marine course				
22.	Proposed details to ensure on board sea service training of candidates				
23.	Plan for ship in campus / afloat training for marine engineers				

**PREREQUISITES FOR ESTABLISHMENT OF THE NEW INSTITUTE**

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the Non profit making Registered Public Trust / Sec.25 Company				
2.	Name of the Institute				
3.	INDoS No., if applicable				
4.	Address & Location				
5.	Telephone/Fax	Tel:  Fax:			
6.	E-Mail id :				
7.	Processing Fees and Institute approval fee	DD : Date:			
8.	Course for which approval is sought				
	(a) Course ID				
	(b) Duration of Course				
	(c) Intended frequency of the course in the year (where not prescribed by DGS)				
	(d) Proposed No. of Trainees/Course				
9.	Details of University affiliation				
10.	Details of AICTE approval (as applicable)				
11.	Details of proposed ISO 9001:2000 Certification ( Copy of the Manual to be submitted)				

12	Details of proposed grievances redressal mechanism with respect to complaints relating to sexual harassment at workplace				
13	Details with respect to sea time tie ups for on board training to the prospective students, with shipping companies.				
14	Authority to conduct examination				
	(a) Examination Process (Written, Orals etc.)				
15	Name of the Principal/Director/Capt Supdt. (CV to be attached)				
	(a) Qualification				
	(b) Experience				
	(c) Age				
16	Course in Charge				
	(a) Name				
	(b) Age				
	(c) DGS Faculty Approval No. and Date				
	(d) Designation				
	(e) Qualification				
	(f) Experience				
	(g) Phone (Res.)				
17	Means of knowing the latest requirements/amendments of DGS				
18	Is the Institute running/intending to run any courses other than the course(s) under approval? If yes, please specify kind of course and no. of trainees in each per annum ((Pls. attach separate sheet of such courses, organization for whom conducted, authority of the same etc.)				
19	Infrastructure Facilities showing the entire institute facilities as well as the facilities earmarked for this course. (Details as per Annex IIA )				

	(i) Ship in campus (as applicable)				
	(ii) Workshop facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached)				
(b)	Class Room-				
	(i) Number				
	(ii) Area				
	(iii) Ventilation – A/C, Natural				
(c)	No. of Tables & Chairs				
(d)	Toilet / Wash Rooms Facilities				
	(i) Gents Candidates				
	(ii) Ladies Candidates				
	(iii) No. of Toilets				
	(iv) No. of Wash Rooms				
(e)	Canteens/Catering Facilities				
	(i) Mess Room / Canteen Area				
	(ii) No. of Tables & Chairs				
(f)	Teaching Aids (OHPs, White Board, Computer, CDs, etc.				
(g)	Library Facilities				
	(i) Space in sq.m.				
	(ii) Number of Books				
	(iii) Name of Journals				
	(iv) Seating Capacity				
	(v) Timings				
(h)	Publications / Books available to the Staff for Teaching				
20	Certificate Details of the proposed course				
	(a) Sample of the Certificate to be issued submitted				
21.	Residential Facilities for Trainees ( Details as per Annex IIA )				
	(i) No. of Candidates per room				
	(ii) No. of Toilets				
	(iii) Mess Room				
	(iv) Recreational Facilities				
	(v) Play Ground				
22	Details of Faculty with matrix of courses/subject and faculty hours				
	(a) Professor / Asst. Professor / Lecturer / Instructor – 1, 2, 3..... (Specify for each whether full time, part time, visiting) and teaching hours/ week.				

	(i) Name				
	(ii) Age				
	(iii) DGS Faculty Approval No. & Date				
	(iv) Designation				
	(v) Qualification				
	(vi) Experience				
	(vii) Faculty Approval No. & Date				
23	Support Staff (Non Teaching)				
	Support Staff-1, 2, 3 (and so on)				
	(i) Name				
	(ii) Age				
	(iii) Designation				
24	(i) Total Course Hours				
(a)	(ii) Total Teaching Hours				
	(iii) Total Lab. /Workshop Hours				
(b)	Subjects with Teaching Hours				
	a.				
	b.				
	c.				
	d, e, f .....				
	Total:				
(c)	Subjects with Workshop/Lab. hours				
	a.				
	b.				
	c.				
	d, e, f .....				
	Total:				
(d)	Name of the Faculty with hours taught /week				
	a.				
	b.				
	c, d, e, .....				
	Total:				

**The following Matrices shall be used -**

**MATRIX – 1**

Name of course → Name of faculty ↓				

Name of course	DGS Approval No. (ID)	No. of candidates	Frequency (week/month/year)	Date of approval inspection

**MATRIX – 2**

Faculty/lecture matrix

Subject → Faculty ↓				

Faculty/tutorial matrix

Subject → Faculty ↓				

Faculty/practical(?) matrix

Subject → Faculty ↓				

**MATRIX – 3**

Use matrix(equipment-wise)

Name of course → Equipment ↓				

**MATRIX – 4**

External facilities      Use matrix(equipment-wise)

Name of course → Equipment ↓				

**MATRIX – 5**

Course	Course date	No. of candidates	Passed	Failed

I/We certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I/We shall also be liable for penal action including suspension and/withdrawal of the approval of the course/courses by the D.G. Shipping.

Date : \_\_\_\_\_

\_\_\_\_\_  
(Name & Signature of the Authorized Representative)

Place : \_\_\_\_\_

Designation

(Seal)

**Note:**

1. The Institutes have to fill up the description column giving the details/annexure no./page no. in which the information of the subject is provided.
2. The experience stated in the bio-data of the faculty members/instructors have to be supported by valid documents like CDC, COC, etc.

**Details of Infrastructure:**

i) Whether the approved Building Plan is in the name of the proposed Institution  
Yes  No

ii) Whether Master plan duly approved by the Competent Authority for the entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel, playground, etc. along with the phase wise plan for construction with details of financial estimate and sources of funds has been submitted. (Please tick)  
Yes  No

iii) Whether the approved Building Plan has survey Nos. / Identification of land on it.  
Yes  No

iv) Whether building plan is approved by the Competent Authority.  
Yes  No

If yes, then give name of authority with date of approval \_\_\_\_\_

**(Attach copy of approved building plan and resolution of Applicant earmarking building for the proposed programme)**

- v) Details of availability of Built up space at Permanent Site for this proposal as per the approved building plan [in sqm]

Sl. No.	Particulars of Built-up Space at proposed permanent site.	RCC Building (in Sqm)	ACC Shed (in Sqm)	Exclusive for proposed new Courses/ institution. (in Sqm)	Shared with existing courses / institution. (in Sqm)
1.	Total Instructional Area including Library				
2.	Total Workshop and Lab Area (Including Shop in Campus if applicable)				
3.	Total Area for Hostel				
4.	Total Area for playground and swimming pool				
5..	Total Area (in Sqm)				

- vi) Whether Construction has been carried out as per approved Building Plan.

Yes  No

- vii). Details of Computer Facilities for the Proposed Course(s)

S. No.	Particulars	For existing approved intake	For proposed intake
1.	Number of Computer Terminals		
2.	P-IV / Latest Configuration		
	P-III		
	Others		

3.	No. of Terminals on LAN / WAN		
4.	Printers		

viii) Details of Laboratory & Workshop facilities for the Proposed Increase in intake/ New Course(s)

S. No.	Name of the Laboratory / Workshop, if required	Additional Carpet Area available (Sq. M.)

ix) Details of Ship in Campus (if applicable)

**Date :** \_\_\_\_\_

\_\_\_\_\_  
**(Name & Signature of the Authorized Representative)**

**Place :** \_\_\_\_\_

**Designation**

**(Seal)**

## **LIST OF ENCLOSURES for Annex II**

<b>No</b>	<b>Contents</b>	<b>Checklist</b>
I	Details of constitution, memorandum of association of the Company / Trust.	
II	Copy of the letter from Competent Authority as designated by concerned State Government for classification of land, with respect to its location.	
III	Copy of registered land documents in the name of the Trust / Company.	
IV	Copy of resolution of Trust / Company earmarking land for the proposed institution.	
V	Copy of land use certificate from Competent Authority as designated by the concerned State Government / UT.	
VI	Copy of building plan in the name of the proposed institution prepared by an Architect and approved from the Competent Authority as designated by the concerned State Government / UT.	
VII	Copy of external and internal Photographs of the Building (if building already ready) duly attested by Authorized Representative of the proposed Institution, with date.	
VIII	Details of latest fund position of Applicant / Trust for the proposal along with photocopies of FDR's, latest Bank Statement of Account maintained by it.	
IX	Copy of last income-tax return filed by the applicant (if applicable).	
<b>X</b>	Project Feasibility Report (PFR)	
XI	Copy of resolution of Trust / Company earmarking building for the proposed institution	
XII	In case of 4 years Marine Engineering Course AICTE approval letter/University Affiliation.	
XIII	ISO 9001:2000 Certification ( Copy of the Manual)	
XIV	Detail of Workshop and Laboratories facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached	
XV	Copy of CV of Principal/Director/Capt. Supt.	
XVI	Faculty Matrix	
XVII	PERT Chart of activities till start of course	

**(Signature of Authorized Representative of the Proposed Institution with Name and Designation)**

***PREREQUISITES FOR INCREASE IN INTAKE / INTRODUCTION  
OF ADDITIONAL COURE(S) IN THE EXISTING DGS APPROVED  
INSTITUTE***

Sr. No.	Subject	Description	Submitted		Remarks
			Yes	No	
1.	Name of the non profit making Registered Public Trust / Sec.25 Company				
2.	Name of the Institute				
3.	INDoS No., if applicable				
4.	Address & Location				
5.	Telephone/Fax	Tel:  Fax:			
6.	E-Mail id :				
7.	Name of the Principal/Director /Capt Supdt				
8.	Processing Fee/ Course approval Fee	DD : Date:			
9.	Details of the existing Courses marine or otherwise (A) Run by the Trust/Company, (B) Run at the proposed location				
a.	Course				
b.	Existing Approved intake batch wise				
c.	Course for which approval is sought				
	(i) Course ID				
	(ii) Duration of Course				
	(iii) Frequency of the course in the year (where not prescribed by DGS)				
	(iv) Proposed No. of Trainees/ Course				
	(v) Details of sea time training tie up for existing students/courses				

10.	Details of University affiliation				
11.	Details of AICTE approval (as applicable)				
12	Details with respect to sea time tie ups for on board training to the prospective students, with shipping companies.				
13	Details of proposed Examination & Assessment				
	(a) Appointment of Examiners				
	(b) Examination Process (Written, Orals etc.)				
14	Course in Charge				
	(a) Name & Age				
	(b) DGS Faculty Approval No. and Date				
	(c) Designation				
	(d) Qualification				
	(e) Experience				
	(f) Phone (Res.)				
15	Is the Institute running/ introducing to run any courses other than these courses under approval? If yes, please specify kind of course and no. of trainees in each per annum				
16	Proof that the land has been exclusively earmarked for the Proposed Course/Increase in intake by any resolution. (Attach copy of resolution of Trust /Company)				
17	(a) Infrastructure Facilities showing the entire institute facilities as well as the facilities earmarked for this course. (Details as per Annex III A)				
	(i) Ship in campus (as applicable)				
	(ii) Workshop facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached)				

(b)	Class Room-				
	(i) Number				
	(ii) Area				
	(iii) Ventilation – A/C, Natural				
(c)	No. of Tables & Chairs				
(d)	Toilet / Wash Rooms Facilities				
	(i) Gents Candidates				
	(ii) Ladies Candidates				
	(iii) No. of Toilets				
	(iv) No. of Wash Rooms				
(e)	Canteens/Catering Facilities				
	(i) Mess Room / Canteen Area				
	(ii) No. of Tables & Chairs				
(f)	Teaching Aids (OHPs, White Board, CDs, Computers, etc.				
(g)	Library Facilities				
	(i) Space in sq.m.				
	(ii) Number of Books				
	(iii) Name of Journals				
	(iv) Seating Capacity				
	(v) Timings				
18	Certificate Details of the proposed course				
	(a) Sample of the Certificate to be issued submitted				
	(b) Numbering Procedure for Certificate				
	(c) Procedure laid down for dealing with forgeries				
	(d) Procedure for changing Format / Style of Certificate				
	(e) Record Keeping				
19.	Residential Facilities for Trainees ( Details as per Annex IIIA )				
	(i) No. of Candidates per room				
	(ii) No. of Toilets				
	(iii) Mess Room				
	(iv) Recreational Facilities				
	(v) Play Ground				
20.	Course Details (as per Matrix–5)				
21.	Publications / Books available to the Staff for Teaching				

22.	How is Knowledge of the Faculty Members / Staff Updated?				
23.	Functional Details of Institute (Past One Year)				
	(a) No. of actual teaching days				
	(b) No. of working days lost due to strike, etc.				
	(c) Were all examinations conducted on time? If No specify which and why?				
	(d) Details of grievance redressal machinery?				
	(e) System for annual performance assessment/ appraisal of teachers				
	(f) Whether there is provision of assessing teachers based on student appraisals, please describe				
24.	Means of knowing the latest Amendments of DGS Circulars/ instructions				
25.	Details of ISO 90001:2000 Certificate				
	(a) Last Internal Audit				
	(b) Last External Audit (with report)				
	(c) Management Representative				
26	Revision of Courses_				
	(a) How are they Incorporated?				
	(b) Any course where Revisions were made and DGS informed prior revision?				
27.	Details of Faculty with matrix for the existing and new course				
	(a) Professor/Asst.Professor/Lecturer /Instructor – 1, 2, 3 ..... (Specify for each whether full time, part time, visiting) and teaching hours/ week.				
	(i) Name				
	(ii) Age				
	(iii) DGS Faculty Approval No. & Date				
	(iv) Designation				
	(v) Qualification				
	(vi) Experience				
(vii) Faculty Approval No. & Date					

	Support Staff (Non Teaching)				
	Support Staff-1, 2, 3 (and so on)				
	(i) Name				
	(ii) Age				
	(iii) Designation				
28	Details of course and faculty				
(a)	(i) Total Course Hours				
	(ii) Total Teaching Hours				
	(iii) Total Lab. /Workshop Hours				
(b)	Subjects with Teaching Hours				
	a.				
	b.				
	c.				
	D, e, f .....				
	Total:				
(c)	Subjects with Workshop/Lab. hours				
	a.				
	b.				
	c.				
	d, e, f .....				
	Total:				
(d)	Name of the Faculty with hours taught /week				
	a.				
	b.				
	c, d, e, .....				
	Total:				

**Details of Campus/ Infrastructure /Library/ Faculty for increase in intake and new courses in the existing DGS approved institute:**

1. Whether the approved Building Plan for increase/new course is in the name of the proposed Institution

Yes

No

2. Whether Master plan duly approved by the Competent Authority for the entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel, playground, etc. along with the phase wise plan for construction with details of financial estimate and sources of funds has been submitted. (Please tick)

Yes

No

3. Whether the approved Building Plan has survey Nos. / Identification of land on it.

Yes

No

4. Whether building plan is approved by the Competent Authority.

Yes

No

If yes, then give name of authority with date of approval \_\_\_\_\_

**(Attach copy of approved building plan and resolution of Applicant earmarking building for the proposed programme)**

5. (a) Details of availability of Built up space at Permanent Site for this proposal as per the approved building plan [in sqm]

Sl. No.	Particulars of Built-up Space at proposed permanent site.	RCC Building (in Sqm)	ACC Shed (in Sqm)	Exclusive for proposed new Courses / increase in intake . (in Sqm)	Shared with existing courses (in Sqm)
1.	Total Instructional Area including Library				
2.	Total Workshop and Lab Area (Including Ship in Campus if applicable)				
3.	Total Area for Hostel				
4.	Total Area for playground and swimming pool				
5..	Total Area (in Sqm)				

6. Whether Construction has been carried out as per approved Building Plan.

Yes

No

7. New Course(s) proposed to be introduced

S.No.	Name of Courses	Proposed Annual Intake (batch wise)

8. Proposed Increase in intake in the existing approved course(s) .

<b>S.No.</b>	<b>Courses</b>	<b>DGS Approved Intake per batch (Approval No.)</b>	<b>Additional Intake requested</b>	<b>Total Intake (batch wise)</b>
<b>TOTAL</b>				

9. Faculty Details

(A) Details of Existing faculty in the related approved course in which the increase in intake sought for:

<b>Sr. No.</b>	<b>Name of the teaching faculty</b>	<b>Designation</b>	<b>Date of Birth/Age</b>	<b>Experience of teaching</b>	<b>Date of Joining</b>	<b>Qualification</b>

(B) Details of Additional faculty identified / appointed for the proposed increase in intake / Additional courses:

<b>Sr. No.</b>	<b>Name of the teaching faculty</b>	<b>Designation</b>	<b>Date of Birth/Age</b>	<b>Experience of teaching</b>	<b>Date of Joining</b>	<b>Qualification</b>

10. Details of Laboratory & Workshop facilities for the Proposed Increase in intake/ New Course(s)

<b>S. No.</b>	<b>Name of the Laboratory / Workshop, if required</b>	<b>Additional Carpet Area available (Sq. M.)</b>

11. Details of Computer Facilities for the Proposed Increase in Intake / New Course(s)

<b>S. No.</b>	<b>Particulars</b>	<b>For existing approved intake</b>	<b>For proposed intake</b>
1.	Number of Computer Terminals		
2.	P-IV / Latest Configuration		
	P-III		
	Others		
3.	No. of Terminals on LAN / WAN		
4.	Printers		

Date : \_\_\_\_\_

\_\_\_\_\_  
(Name & Signature of the Authorized Representative)

Place : \_\_\_\_\_

Designation

(Seal)

### **LIST OF ENCLOSURES for Annex III**

<b>No</b>	<b>Contents</b>	<b>Checklist</b>
I	Copy of registration of Company/ Trust along with details of constitution, memorandum of association of the Company/ Trust.	
II	Copy of the letter from Competent Authority as designated by concerned State Government for classification of land, with respect to its location.	
III	Copy of registered land documents in the name of the Trust / Society / other Applicants.	
IV	Copy of resolution of Company / Trust earmarking land for the proposed institution.	
V	Copy of land use certificate from Competent Authority as designated by the concerned State Government / UT.	
VI	Copy of building plan in the name of the proposed institution prepared by an Architect and approved from the Competent Authority as designated by the concerned State Government / UT	
VII	Copy of external and internal Photographs of the Building (if building already ready) duly attested by Authorized Representative of the proposed Institution, with date.	
VIII	Details of latest fund position of Applicant / Trust for the proposal along with photocopies of FDR's, latest Bank Statement of Account maintained by it.	
IX	Copy of last income-tax return filed by the applicant.	
X	Project Feasibility Report (PFR)	
XI	Copy of resolution of Trust / Company earmarking building for the proposed institution	
XII	In case of 4 years Marine Engineering Course AICTE approval letter/University Affiliation.	
XIII	ISO 9001:2000 Certification ( Copy of the Manual)	
XIV	Detail of Workshop facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached	
XV	Copy of CV of Principal/Director/Capt. Supt.	
XVI	Faculty Matrix	

**(Signature of Authorized Representative of the Proposed Institution with Name and Designation)**

## SPECIMEN FOR LETTER OF INTENT

ABC  
(INDOS No.\_\_\_\_)  
XYZ, Mumbai

Letter of Intent No. : \_\_\_\_\_/2007

1) The undersigned is directed to inform you that the Directorate has granted approval to your project for setting up of the Institute and courses/increase in intake. You may proceed with implementation of your project as per the approved project plan with the following adjudications / promises in order to start the work on the infrastructure facilities for conducting the following course at your Institute. The final approval to conduct the course in your Institute will depend on the successful inspection of the facilities put up and the final approval by DGS.

Name of the Course : B.E. (Marine Engineering) Course ID : 36

Course Duration : Four (4) Years

Intake Capacity : 40 Candidates per Class

Frequency of the Course

In a year : Once in a Year

Special Instructions / Conditions (if any) :-

2) You are requested to intimate DGS upon completion of the preparation of the infrastructural facilities required as per the guidelines, so that formal inspection by the LIC/ Academic Council can be arranged so as to process your proposal further for final approval.

Yours sincerely,

for Director-General of Shipping.

Copy to :-

Chairman .....Academic Council

Guard File

**SPECIMEN INSPECTION LETTER**

The Chairman  
LIC/ Academic Council  
 Mercantile Marine Department  
 .....PINCode.....

REQUEST FOR INSPECTION : TR /WI / /2007

Name of Institute : ABC INDOS No. : 000  
Location : yz Mumbai – 400 001  
Name of the Course : B.Sc (Nautical) Course ID : 36  
Intake Capacity : 40 Candidates per Class (Once in a year)  
Frequency of the Course  
In a year : Once in a Year  
Course Duration : 3 Years

DGS has received a request from the Institute mentioned above for approval to maritime training course/s. In order to examine the said proposal, you are requested to inspect the Institute, and submit your report along with the list of deficiencies preferably within six weeks from the date of issue of this letter. Copy of the proposal with course material, submitted by the Institute and duly stamped and countersigned by DGS, is being forwarded to you for your record.

You are also requested to carry out a comprehensive inspection of the Institute (if it is an existing approved Institute) along with this inspection and submit a brief report.

Special Instructions (if any) :-

Yours sincerely,

for Director-General of Shipping

Copy forwarded to :- The Institute with reference to their letter No. ----- dated ---  
 -- The Institute is requested to approach the Chairman, .....LIC/...Academic Council,  
 ....., immediately for inspection.

for Director-General of Shipping

SPECIMEN APPROVAL LETTER

3-TR (12)/2000-4 year B.Tech(ME)  
2007

APPROVAL NO: TR/A/19/2007

The Director General of Shipping is pleased to accord **provisional/final** approval for following course at your institute, subject to fulfilling the guidelines, being issued by the Directorate from time to time: -

Name of Institute : M/s. ABC Maritime Academy  
INDOS No. 001

Location: XYZ Lane , Mumbai

Name of the Course First year of 4 years B.Tech . (Marine Engineering)

Degree Course Course ID: 64

Duration : 4 years

Intake Capacity : 80 candidates per annum ( two classes of 40 each)

Frequency of the : Once in a year  
Course in a year

Start of the Academic session:

Special Instructions :

This provisional approval is accorded only for the commencement of first year of 4 years B. Tech (Marine Engineering) Degree Course with the above capacity in the Academic year 2007-2008, and is subject to the following conditions:

1. The Institute would obtain year wise provisional approval after developing the commensurate facilities as outlined in the Training Circular - of -----.
2. The Institute would submit quarterly progress report on the construction of the "Ship in Campus" and complete the same within eighteen months.
3. The Institute would submit a list of yearly sea berth availability for the students and shall regulate the admissions in full compliance with DGS Circular 1 of 2007, as amended from time to time

4. The Marine engineering Section of the College and Hostel shall have to function exclusively imbuing the mariners' culture in every walk of educational and personal lives of its students, with proper academic, curricular and other inputs so as to build their persona as future Mariners.
5. The institute shall maintain a good and sustainable academic standard commensurate with the needs of the international shipping and equip their students with the best of laboratory, workshop and other facilities as per the orders applicable from time to time.
6. The institute is to have in place proper faculty with requisite qualifications in accordance with DGS order in force.
7. The institute is also to set up proper grievances mechanism and treat the students well.
8. Only such students as who meet the eligibility criteria in terms of orders of Directorate as applicable from time to time admitted by the institute will be entitled all benefits under M.S (S T C W) Examinations Rules and any violation by the institute will be dealt in terms of provisions of respective orders / guidelines of this Directorate and the Institute shall be debarred from further admissions without any notice.
9. The Directorate shall be indemnified from any responsibility legal, financial or otherwise, if any, arising out of admission of ineligible candidates by the institute and shall not be accountable/called in question and legally proceeded against by any body and account of the same.
10. The college shall abide by all the orders / guidelines and circulars governing the sanction / approval thereof and / or courses(s) conducted by them as published in the official web site of the Directorate namely [www.dgshipping.com](http://www.dgshipping.com), in the act of such publication being enough evidence of the said orders / guidelines and circulars have been published.
11. The approval is also co-terminus with necessary approval from local bodies, State Government including trade and labour regulations, municipal authority and such other authorities as may be applicable and clear land title being submitted whenever called for, where the Institute is located.
12. The Institute shall maintain high standards of excellence and professionalism in all matters relating to maritime education and shall raise their students in such a way as to prepare them as the best marine engineers, providing them with world class training facilities so as to make them competitive in the international shipping world.
13. All the guidelines, which have already been promulgated, by this Directorate and those to be promulgated subsequent to issue of this provisional approval letter should be complied with by the institute. It is the responsibility of Institute to keep themselves abreast of the governing orders/rules/conditions / circulars, as applicable, to the Institute, as issued by the Directorate for conduct of training/ course approved as available at website of the Directorate viz. [www.dgshipping.com](http://www.dgshipping.com) Violation of any of

guidelines as referred to herein shall entail suspension of the approval granted herein, without any notice whatsoever at the risk and consequences of the Institute.

14. The institute shall be subjected to Schedule/unscheduled inspection by the representative of the Directorate/ Academic Council. In case of any deficiency, the provisional approval shall be withdrawn without any further notice. You are requested to see overleaf for General guidelines. Receipt and acceptance of the aforesaid conditions shall be acknowledged by the institute forthwith. Any act done by the institute in pursuance of this provisional approval including admission of students for this course and/or publication of any advertisement for such admission shall constitute in toto acceptance of all the conditions set forth herein and such other future stipulations as may be notified by the Directorate and shall form a binding contract between the Directorate and the institute in terms of and for the purpose of the Indian Contracts Act, 1872.

Yours faithfully,

Sd/-

Asstt. Director General of Shipping

For Director General of Shipping

To:

M/s ABS

Copy to: -

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**APPLICATION FORM FOR APPROVAL TO FACULTY**  
**BY DIRECTOR-GENERAL OF SHIPPING**

1. Faculty

(a) First Name : \_\_\_\_\_

(b) Last Name : \_\_\_\_\_

2. Sex : M/F \_\_\_\_\_

3. Date of Birth (dd/mm/yyyy) : / /

4. INDOS No. : \_\_\_\_\_

5. Names of the course proposed to teach : \_\_\_\_\_

\_\_\_\_\_

6. Address

a. Local : \_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Tel No. \_\_\_\_\_

Email \_\_\_\_\_

b. Permanent : \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

Pin \_\_\_\_\_

Tel No. \_\_\_\_\_

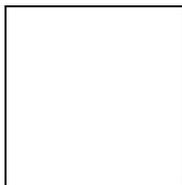
Email \_\_\_\_\_

7. Passport No. : \_\_\_\_\_
8. CDC No. : \_\_\_\_\_
9. COC No. : \_\_\_\_\_
10. COC date of Issue : \_\_\_\_\_
11. COC Type : \_\_\_\_\_
12. Academic Qualification

S. No.	Name of Exam	Name of Board/ University	Place of Study	% of Marks
1	XII			
2	B.Sc			
3	M.Sc./MBBS			

13. Experience at Sea : \_\_\_\_\_
14. Experience in Teaching in DG/Govt : \_\_\_\_\_  
approved Training Institute
15. Courses completed : \_\_\_\_\_
16. Remarks :

I certify that the information furnished above is correct and true to the best of my knowledge and belief. I understand that if any information is found false my application will be treated as cancelled and I shall also be liable for penal action initiated by the D.G. Shipping.



\_\_\_\_\_  
(Name & Signature of the Faculty)

(Passport Size photograph)

Date : \_\_\_\_\_

Place : \_\_\_\_\_

## **SUGGESTIVE BREAKUP OF DAILY ROUTINE**

All Staff and the candidates should be in Uniform in the Campus at all times.

### **Monday to Friday**

05:30	Reveille/Tea
06:00	Roll Call, Fall-in, Physical Training
06:30	Clean ship
07:30	Bath, Change into Uniform, Breakfast
08:30	Parade Training
09:00	Classes
11:00	Tea
11:10	Classes
13:10	Lunch-Break
14:00	Practical
16:00	Tea-Break
16:10	Swimming/ Boat Work/Games
18:00	Dinner
20:30	Self Study/Library
21:30	Round by Duty Staff, Last Post, Lights Out

### **Saturday**

05:30	Reveille/Tea
06:00	Roll Call, Fall-in, Physical Training
06:30	Clean ship

07:30	Bath, Change into Uniform, Breakfast
08:30	Parade Training
09:00	Classes
11:00	Tea
11:10	Classes
13:10	Lunch
16:00	Tea
18:00	Dinner
21:30	Round by Duty Staff, Last Post, Lights Out

**Sundays & National Holidays**

06:00	Reveille/Tea
06:30	Cross Country Running
08:30	Bath, Breakfast
09:00	May Proceed on Short Liberty
11:00	Tea
13:00	Lunch
18:00	Dinner
20:00	Liberty Expires
21:30	Round by Duty Staff, Last Post, Lights Out

### Schedule of Inspection and Submission of details by the Institute

Sr. No	Receipt of Application for inspection	Processing Date	Approval Date
1	<p>For courses scheduled to commence in June / July of a calendar year, the request for 1<sup>st</sup> stage inspection must reach the Directorate together with relevant fees and complete details before the 1<sup>st</sup> of June of the preceding year.</p> <p>After preliminary scrutiny the Directorate will order an inspection of the institute by the LIC/ respective academic council</p>	<ul style="list-style-type: none"> <li>• The inspection of the institute for infrastructure etc will be completed by the LIC/Academic council by end of August of the preceding year.</li> <li>• 1<sup>st</sup> inspection compliance report (with a copy to the DGS) are to be made good by the institute by end of September and the council invited for a confirmatory inspection, which will be held by mid-October.</li> <li>• For institute cleared by the DGS as having satisfactorily met 1<sup>st</sup> stage requirements, intimation will be communicated by end of January.</li> <li>• In the second stage the institute will approach the LIC/respective academic council by end of March of the calendar year in which the course is to commence, and offer themselves for 2<sup>nd</sup> inspection.</li> </ul> <p>The LIC/Academic council will forward a complete report by the 15<sup>th</sup> of April to the Directorate together with list of deficiencies</p>	<ul style="list-style-type: none"> <li>• The application will be considered by the Collegium in the Directorate and its decision made known by 15<sup>th</sup> July.</li> </ul>

Sr. No	Receipt of Application for inspection	Processing Date	<u>Approval Date</u>
2	<p>For courses scheduled to begin in January, the request for 1<sup>st</sup> stage inspection must reach the Directorate by 1<sup>st</sup> of January of the preceding year. After preliminary scrutiny the Directorate will order an inspection of the institute by the LIC/ respective academic council</p>	<ul style="list-style-type: none"> <li>• This inspection of the institute for infrastructure etc will be completed by the LIC by end of March of the preceding year.</li> <li>• 1<sup>st</sup> inspection compliance report (with a copy to the DGS) are to be made good by the institute by end of April and the council invited for a confirmatory inspection, which will be held in end of May.</li> <li>• For institute cleared by the DGS as having satisfactorily met 1<sup>st</sup> stage requirements, intimation will be communicated by August.</li> <li>• In the second stage the institute will approach the LIC/respective academic council by mid September of the preceding year in which the course is to commence, and offer themselves for 2<sup>nd</sup> inspection.</li> <li>• The LIC/Academic council will forward a complete report by the 15<sup>th</sup> of October to the Directorate together with list of deficiencies</li> </ul>	<p>The application will be considered by the Collegium in the Directorate and its decision made known by end November.</p>

**ANNUAL RETURN TO BE FILED BY THE INSTITUTION AT THE  
END OF EACH ACADEMIC SESSION**

1. Name of the Institution : \_\_\_\_\_
  
2. Address including telephone, Fax, e-mail.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax. No.: \_\_\_\_\_  
E-Mail.: \_\_\_\_\_
  
3. Name of the Head of the Institution : \_\_\_\_\_
  
4. Name of the Affiliating University : \_\_\_\_\_
  
5. Details of University Affiliation and AICTE approval (if applicable) :
  
6. Members of the Board : \_\_\_\_\_
  
7. Members of Academic Advisory Body : \_\_\_\_\_
  
8. Frequency of the Board Meetings and Academic Advisory Body : \_\_\_\_\_
  
9. Student Feedback on Institutional Governance/faculty performance : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
10. Grievance redressal mechanism for faculty, staff and students : \_\_\_\_\_  
\_\_\_\_\_
  
11. Course approved by the DGS : (1) \_\_\_\_\_ (2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Details of each approved course :

Name	Ref. No. & date of approval letter	Number of approved seats	Duration of the course		Total teaching hours	Cut off mark/rank for admission during the last two years	Total Fee ( All dues )	
			From	To				

13. Faculty Course wise list of faculty members:

Permanent Faculty	Visiting Faculty	Guest Faculty	Permanent Faculty: Student Ratio	Number of faculty employed and left during the last two years

14. Teaching load of each faculty course wise:

(As per attached Annex in the circular)

15. Course wise, details of students passed out and sea berths provided

16. Details of placement for sea time

Course	Name of candidates			CDC No. of candidates passed	Name of the ship joined for 'sea time' with IMO No.	RPS agents/ ship-owner providing tie up with License No.
	Admitted	Passed	Failed			

17. Details of the existing course(s) with respect to Admission

- i. Number of seats sanctioned with the year of approval. : \_\_\_\_\_
- ii. Number of applications received for the first year admission : \_\_\_\_\_
- iii. Number of students admitted under various courses in the current year: \_\_\_\_\_

Sr. No	Courses	Existing Approved intake year wise	Present Strength year wise	Remarks

**18. Details of Examination Result**

Sr. No	Courses	Name of the University conducting the examination	Details of pass percentage (year wise)	Total No. of candidates admitted in the year ( year wise)	Total No. of candidates passed in the year ( year wise)	No. of CDC issued to the candidates in the year



DECLARATION

I/We, on behalf of \_\_\_\_\_ hereby confirm that all the information furnished above is true to the best of my/our knowledge and belief and if any information is found to be false, shall entail withdrawal of approvals granted to the institute

**Date:** .....

**Name and Signature of  
the Authorized  
Signatory of the  
Institution with seal**

**Place:**.....

## **ANNUAL RETURN**

**COURSE DIARY (To be maintained in safe custody & entered for each class undertaken)**

**Name of Institute :** \_\_\_\_\_

**Address (location) of Institute which houses the Class Room :** \_\_\_\_\_

**Class Room No. :** \_\_\_\_\_ **(Room No. to be indelibly marked in each Class Room)**

**Course Name :** \_\_\_\_\_ **Date of Commencement of Course :** \_\_\_\_\_

**Total Duration of Course (days) :** \_\_\_\_\_

**In case of outdoor practicals (i.e. outside Class Room) precise location / venue to specify :** \_\_\_\_\_

Sr.No	Date	Name of Faculty / Instructor (as applicable)	Permanent (P) / Visiting (V)	No. of Candidates	Subject Taught	Topics & Sub-topics covered	Time for which taught i.e. from _____ hours to _____ hours	Signature of faculty & date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Name, Signature & Date of Course Incharge**  
(To be signed every day)

**Name, Signature & Date of Head of the Institute**  
(To be signed once every month)