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F. No. TR/Cir/6(6)/2012-Vol II

02.5.2016

REVISED NOTICE

Sub: Comprehensive Inspection Programme for pre-sea maritime training institutes, as per the DGS, Gol's Order No.25 of 2013 – amendment of the assessment checklist – reg.

1. Reference is drawn to this office Notice dated 08.01.16 (F.No.TR/Cir/6(6)/2012-Vol II) Informing that the DGS, Gol had constituted a study group for reviewing the CIP checklist for pre-sea maritime training institutes.
2. The said study group has held several meetings and analyzed the data of the CIP inspection of the past two years and obtained feed-back from the maritime training institutes, and the shipping industry. The said group also included representatives from one of the classification society viz., the Indian Register of Shipping. Based on the feedback received from the industry, as well as the records of such inspections carried out for the year 2014 and 2015, the study group has recommended that for an effective improvement in the standards of maritime training and in order to have a realistic approach to the grading system introduced, there is an urgent need for conceptual changes, both in the methodology, as well as in the checklist for such inspection.
3. The study group has also proposed that the data captured by the Directorate General of Shipping, Govt.of India, on its e-governance system, for on-board placements, examination results and number of candidates attending each course would be made available to the recognized organizations [ROs] for their audit purpose. The Directorate General of Shipping, Gol will be holding workshop for the ROs, shortly, in order to have an uniform implementation of the revised CIP.

4. The changes suggested, consequently, are as follows:
 - 4.1. Weightage for each section (key parameter) has been revised with higher weightage for placement for ship board training and quality of education and training.
 - 4.2. There will be an addition of one more section to the existing 5 sections, thereby making it to 6 sections.
 - 4.3. Weightage will be given to the maritime training institute with better than the minimum required compliance as per DGS, Gol guidelines.
 - 4.4. The overall grading of the maritime training institute will be carried out in three groups (A), (B) and (C), as may kindly be seen in the last page of the checklist. The grading and percentage score will be given separately for each course conducted by the respective maritime training institute, cumulating to the final overall grading and total score.
5. The revised checklist is enclosed herewith [Annexure I: 26 pages] and is placed on the DGS, Gol's website for comments of all stakeholders.
6. All concerned are requested to please send in their comments herein by 15th May, 2016.
7. All pre-sea training institutes are informed that the CIP for 2016 onwards shall be undertaken with the revised checklist only, once the check list is finalized, and may accordingly, approach the RO concerned for the same. It is reiterated that the Comprehensive Inspection Programme for, pre-sea maritime training institutes for 2016 onwards shall be accepted only with the instant revised check list.

V. U. Pandey
(Vijay Kumar Pandey)

Asstt. Director General of Shipping

Encl: As above.

To

1. All Maritime Training Institutes approved by the DGS, Gol.
2. PO/SICs, MMDs.
3. Recognized Organizations
4. INSA/MASSA/FOSMA
5. CS/NA, DGS, Mumbai.
6. Hindi Branch, DGS, Gol with a request for Hindi version of this notice.
7. Computer Branch for uploading this notice on this office website.
8. Guard file, DGS, Gol.

I. INFRASTRUCTURE FACILITY MAINTENANCE & AMBIENCE (Total Credit Points: 1500)

1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
1	Campus maintenance and Ambience						140 (Max)
1.1	Ambience						20
1.2	Land availability	Ref. Para.2.1 of DGS Order 2/2007					20
1.3	Land (Owned/Leased)	If owned - 20 pts If leased (>50yrs) -15 pts If leased (<50yrs) -10 pts					20
1.4	Statutory clearances						20
1.5	Location/ accessibility	Ref. Para.2.2 of DGS Order 2/2007					20
1.6	Construction quality of the buildings.	Ref. Para.2.4 of DGS Order 2/2007					10
1.7	Any additional facility worth awarding bonus points (needs clear explanation).	Eg: • Campus size much greater than requirement • Well maintained, good landscape • Many additional facilities					30
2	Glass Room maintenance and Ambience	(Maintenance in Teaching Aids / furniture / fixtures / furnishings & maintenance)					120 (Max)
2.1	Area	Ref. Para.2.10 of DGS Order 2/2007					30
2.2	Teaching aids (Projector, Computer, white board, Flip chart, Models, Charts, Videos, Audience Response System, etc.)						50
2.3	Furnishing and classroom furniture						10
2.4	Ventilation / lighting						10
2.5	Temperature control.						10
2.6	Any additional facility worth awarding bonus points (needs clear explanation).	Eg: A.C., curtains, tiled / marble flooring, Smart Board,					10

3	Practical Work- Shop facilities	(Each workshop viz. Basic Engineering, Marine, Electrical, Seamanship etc may be separately evaluated and the average credits awarded, here accordingly. Separate Calculation sheet to be provided.)					180 (Max)
3.1	Area of workshop	As per DGS / University guideline as applicable to the respective course.					30
3.2	Adequacy of equipment / machineries						50
3.3	Use of modern equipment						40
3.4	Extent of utilization by trainees.	trainee work diary, and identifiable work samples to be verified					20
3.5	Standard of maintenance						20
3.6	Any additional facility worth awarding bonus points (needs clear explanation).	Equipment in addition to DGS requirement.					20
4	Out Door Training						110 (Max)
4.1	Boating / Life Boat stations	Ref. Para.2.25 of DGS Order 2/2007					10
4.2	Parade Grounds	Ref. Para.2.22 of DGS Order 2/2007					10
4.3	Play Grounds	Ref. Para.2.21 of DGS Order 2/2007					20
4.4	Swimming Pool	Ref. Para.2.24 of DGS Order 2/2007					30
4.5	Auditorium	Ref. Para.2.23 of DGS Order 2/2007					30
4.6	Any additional facility worth awarding bonus points	Good Furnishing, fixture, maintenance, usage, large size to be rewarded.					10
5	Laboratories	(Each laboratories Viz. Chemistry, Physics, strength of materials etc may be separately					130 (Max)
5.1	Area of laboratories	As per DGS / University guideline as applicable to the respective course					10
5.2	Adequacy of equipments.						30
5.3	Use of modern equipments eg PLC						30
5.4	Standard of maintenance						20
5.5	Extent of utilization by trainees.	trainee work diary, and experiments journal to be verified					30
5.6	Any additional facility worth awarding bonus points.						10
6	Administrative facilities	General maintenance of allied offices, and other facilities					60 (Max)
6.1	Administrative area						5
6.2	Visitor's Lounge						5
6.3	Principal's room						5

6.4	Faculty rooms						10
6.5	Staff rooms						5
6.6	Conference room / Meeting Rooms						10
6.7	Any additional facility worth awarding bonus points.	Eg: A.C., quality curtains, tiled / marble flooring, good furnishing					20
7	Library Facilities	(Adequateness and annual supplementation of, nos. of titles & Copies, Book Bank, late evening facility, nos. of librarians, Training videos, cassettes, Journals Internet facilities, Computerised Library Management System etc).					170 (Max)
7.1	Area of Library	Ref. Para.2.11 of DGS Order 2/2007					10
7.2	Adequacy of Academic book bank						10
7.3	Availability of Journals / Periodicals						5
7.4	Digital library	Includes web based library					20
7.5	Dedicated qualified librarian						10
7.6	Updating of books & publications.						20
7.7	Late hour availability of library facilities						10
7.8	English Language Lab	Independent facility with provision of individual terminals to upgrade skills of english communication. Training to be conducted by qualified English language teacher.					45
7.9	Internet facility in Library						10
7.10	Any additional facility worth awarding bonus points	Eg: Learning Management System, subscriptions to web-based library and e-books					30
8	General Amenities	In House Bank / ATM; Purified Water & Emergency Power, Medical Facilities, Communication, Dedicated Transport etc					100 (Max)
8.1	Medical facilities (incl dispensary, sick bay, availability of 24hr transport)	Ref. Para.2.19 of DGS Order 2/2007					10
8.2	Communication facilities (Includes internet facility)	Ref. Para.2.17 of DGS Order 2/2007					20
8.3	Fixed installation of Back-up power	Ref. Para.2.26 of DGS Order 2/2007					20
8.4	Dedicated transport facilities (for cadets and staff)						10
8.5	Fire Extinguishers (Ready availability)	As per approved fire-plan					10
8.6	First Aid Box (Ready availability)						10

8.7	Complaint / Suggestion box	Evidence of Complaints / Suggestions received					10
8.8	Any additional facility worth awarding bonus points (needs clear explanation).	eg: Water Treatment Plant					10
9	Hostel Facilities	Room & furnishings upkeep, Catering facility, Health & Hygiene facility, Round the clock supervision facility, Utility provisions etc					310 (Max)
9.1	Adequacy of hostel facility (Area)	As per DGS Order 2/2007					10
9.2	Single / Double Occupancy	≤ 50 pts					50
9.3	3 / 4 persons sharing	≤ 30 pts					
9.4	Dormitory	≤ 10 pts					
9.5	Adequacy of toilet / bathroom facilities	As per DGS Order 2/2007					30
9.6	Adequacy of furniture	As per DGS Order 2/2007					20
9.7	Hygiene and maintenance	Student feedback; contracts for cockroach and termite treatment; daily cleaning, well painted, clean and neat					20
9.8	Round the Clock supervision	eg: CCTV monitoring Warden per hostel					20
9.9	Adequacy of Dining facilities	As per DG requirements					10
9.10	Quality of food	Varied menu, ingredients of good quality (branded)					40
9.11	Whether food cooked in the own galley of the institute & quality of galley facilities	Modern kitchen equipment					20
9.12	Hygiene of Kitchen	Good ventilation, floor tiled, vent hood grease free					20
9.13	Adequacy of Recreational Area	Ref. Para.2.18 of DGS Order 2/2007					10
9.14	Internal recreation facilities (TV / Newspaper etc)						10
9.15	Indoor Games	Monsoon Time recreation facility available					20
9.16	Linen, laundry & Ironing	Ref. Para 2.8 of DGS order 2 of 2007 Facilities for uniforms, boiler suits and civvies					20
9.17	Any additional facility worth awarding bonus points (needs clear explanation).	eg: • Student Mess Committee					10

10	The Green Campus	Environmental preservation initiatives from the institutes may be given additional credits to the extent of initiatives.					100 (max)
10.1	Energy Conservation Practices.	Eg. Electrical Energy management					5
10.2	Dependence on nonconventional energy	Eg. Solar, Wind energy plants, solar cookers, organic fuel pellets					25
10.3	Waste Management	Eg. Own waste management plants. (biogas plant, sewage treatment plant, vermiculture pits)					25
10.4	Water harvesting initiatives	Eg. Rain water harvesting; Sewage Treatment Water Harvesting					25
10.5	Student Environment Activities	Eg Nature's Club, Forest Club, Community Environment Protection activity					10
10.6	Any additional initiative worth awarding bonus points, (with details).	In-house magazines, Environment Day activities etc.					10
11	Other General Facilities	1. In case of 'YES/NO' choice, 'YES' will award the equivalent Base point mentioned in column '6'. 2. In case of general queries, where only Max Base point indicated in column '6', the credit points may be assigned in proportion to the extent of compliance, in that scale to the max indicated point. (Eg. If max point mentioned is 10, points may be assigned from 1 to 10 depending upon the grading).					80 (MAX)
11.1	Provided with full fledged Ship In Campus.	Where required as per DGS guidelines		YES/NO			30
11.2	In-house Basic modular courses facility under STCW	Basic fire fighting, PST, PSSR, EFA, etc		YES/NO			10
11.3	Campus Exclusivity for Marine Training	(Not co-shared with any Non Marine Streams)		YES/NO			10
11.4	Marine Trg. Facility Exclusiveness (in Case of Co-sharing)	Separate Academic Building Exclusive Labs, &w/shop etc (Tick one)		YES/NO			10
11.5	Marine Hostel facility (In case of Co-sharing)	(Marine Hostel Exclusiveness & Separate Ladies' & Boys' Hostel)		YES/NO			10
11.6	Significant Installation	Any significant Additional Installation/s to Improve Marine Training Standard		YES/NO			10
	Total Points						

	Total Percentage Credits					
	Individual Grade					

II. STUDENT INTAKE QUALITY (Total Credit Points: 500)						
1	2	3	4	5	6	
Sr. No	Head	Details	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Max Credit Points	
1	Admission Eligibility Criteria				100 (Max)	
1.1	DG Shipping Criteria				30	
1.2	Institute Standards	Avg%: $\geq 80\%$ = 60 pts $\geq 70\%$ = 50 pts $\geq 65\%$ = 30 pts $\geq 60\%$ = 20pts BE/Btech: $\geq 50\%$ = 20pts			60	
1.3	Adherence to Code of Ethics in Advertisements	Ref 1.12 of DGS Order 2 of 2007.			10	
2	Selection Process				300 (Max)	
2.1	Presentations / career counselling to schools and colleges	$\geq 70/\text{yr}$ = 50 pts $\geq 50/\text{yr}$ = 30 pts $\geq 25/\text{yr}$ = 10 pts			50	
2.2	Institute Entrance Exam	\geq Seats x 20 appeared = 60 pts \geq Seats x 15 appeared = 45 pts \geq Seats x 10 appeared = 30 pts \geq Seats x 5 appeared = 20 pts \geq Seats x 3 appeared = 10 pts			80	
2.3	Institute Entrance Exam	On-line exam at various locations in India = 40; On-line / written exam at institute = 20 ; No exam = 0 pts			40	
2.4	Interview	Panel of 3 = 50 pts panel of 2 = 30 pts 1 interviewer - 15 pts • Domain Experts, psychologists • Checklist for objective scoring			50	
2.5	Psychometric Test	Standard test used = 35pts; no test = 0 pts			35	
2.6	Medical Exam	As per DGS Order			15	
2.7	Results of selection published on Institute website	Transparency of selection process and effectiveness in selecting the best candidates established			30	
3	Criteria for Selection of candidates				80 (Max)	
3.1	AICTE/UGC approved Colleges				10	

II STUDENT INTAKE QUALITY (Total Credit Points: 500)						
1	2	3	4		5	6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points	Max Credit Points
3.2	Schools / Colleges / Boards : CBSE / ICS / State / approved boards	Approved boards list issued by HRD ministry				10
3.3	Geographical Diversity	Spread from various state of India ≥ 10 states = 30 pts ≥ 5 states = 20 pts ≥ 3 states = 10 pts				30
3.4	Gender Diversity	≥ 10% Females = 30 pts; ≥ 1% = 5pts; no female candidates = 0 pts. ≥ 5% Females = 20 pts ≥ 3% Females = 10 pts; ≥ 1% Females = 5pts; No female = 0 pts				30
4	Document Verification					20 (max)
4.1	At Selection Time	Checking of all relevant documents				10
4.2	During time of Admission	Verification of Originals				10
	Total Points					
	Total Percentage Credits					
	Individual Grade					

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)

1	2	3	4	5	6
Sr. No	Head	Details	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Max Credit Points
1	Adequacy	1. Adequacy of faculty / instructors need to be assessed based on the 'Master Plan' of Lecture Schedule of all Courses combined. 2. Subject expertise of the faculty and his total working hours to be given due consideration. 3. Any one non-compliance will make the credit '0'.			230 (max)
1.1	Principal	Ref Para.3 of DGS Circular of 2007 or DGS Order 5 of 2013, as the case may be. Additionally, respective Course Guidelines and UGC /AICTE norms may also be referred as applicable.			20
1.2	Head of Departments/Course In Charge	Stature in the maritime teaching fraternity. Participation in industry forums. Contribution to DGS/MMD/IMU by way of membership of committees, participation in development of guidelines, syllabus, exam papers etc.			10
1.3	Marine Faculty (M, C/E, C/O, 2/E, E/O)	Number per batch of 40 Students, Faculty/Student Ratio as per DGS Order 5/2013 and Individual DGS course guidelines.			50
1.4	Non- Marine Faculty	Number per batch of 40 Students, Faculty/Student Ratio as per DGS Order 5/2013 and Individual DGS course guidelines.			20
1.5	Instructors (merchant marine background)	Number per batch of 40 Students, Instructor /Student Ratio.			30
1.6	Instructors (non-merchant marine)	Number per batch of 40 Students, Faculty/Student Ratio.			20
1.7	Full time / Visiting Faculty % ratio (as per DGS Order 5/2013)	100% = 60 ≥ 70% = 30 ≥ 90% = 50 ≥ 60% = 20 ≥ 80% = 40 ≥ 50% = 10			60
1.8	Compliance with teaching hours requirements.	As per DGS Order 5 of 2013			20

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)

1	2	3	4	5	6
Sr. No	Head	Details	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Max Credit Points
2	Qualification	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. Any one non-compliance will make the credit '0'.			160 (Max)
2.1	Principal	Ex Master/Ch. Eng or M/Ch. Eng + MSC / Doctorate = 25 Master/Ch. Eng + Additional relevant qualifications = 20 Master/Ch. Eng = 15			25
2.2	Course In Charge	Ex Master/Ch. Eng or M/Ch. Eng + MSC / Doctorate = 20 Master/Ch. Eng + Additional relevant qualifications = 15 Master/Ch. Eng = 10			20
2.3	Marine Faculty	M/Ch Eng/ETO/R/O + any additional relevant qualification to be rewarded.			15
2.4	Instructors	As per DGS norms Higher qualifications to be rewarded.			10
2.5	Superior Qualification of Marine Faculty	Same as per old CIP			50
2.6	Superior qualification Non- Marine Faculty	Same as per old CIP			25
2.7	Instructors / Lab assistants	As per DGS norms Higher qualifications to be rewarded.			5
2.8	Compliance with TOTA requirements.	Ref DGS Order 5 of 2013			10
3	Experience	Each year of experience will get respective award point as mentioned in column '3' to a max limit of credit points mentioned on column '6' in each of such category.			170 (max)
3.1	Marine Faculty Seafaring Experience	Each year of sea service will get an award of '1.0' point with a maximum of 5 points for each faculty.			40
3.2	Marine Faculty Teaching Experience	Each year of experience will get an award of '2.0' point for each faculty with a maximum of 10 points for each faculty.			70

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)

1	2	3	4	5	6
Sr. No	Head	Details	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Max Credit Points
3.3	Marine Faculty Industrial Experience	Each year of experience will get an award of '0.5' point for each faculty with a maximum of 3 pts for each faculty.			20
3.4	Instructors with Marine background	Each year of experience will get an award of '1.0' pt for each instructor with a maximum of 5 pts for each instructor.			30
3.5	Instructors with Naval / Industrial background	Each year of experience will get an award of '0.5' pt for each instructor with a maximum of 3 pts for each instructor.			10
4	Fitness	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. Any one non-compliance will make the credit '0'. 3. Any additional non-compliance will get negative (-ve) credits, in each of such cases, to the same magnitude of base point as mentioned in column '6'.			60 (Max)
4.1	Age limit (Full time Faculty)	Ref DGS Order 5 of 2013. For 4,2 Any faculty < 50 years age will get additional 2 points			10
4,2	Encouragement to young full time faculty				10
4.2	Age limit (Visiting faculty)				10
4.3	Age limit (Instructors)				10
4.4	Medical Fitness				10
4.5	Fitness for conducting classroom / workshop sessions • Communication Skills • Pedagogy skills.	Observe 2 classrooms 1 workshop training			10
5	Teaching:Hours	1. Compliance with minimum requirement will get full credit points as mentioned in column '6'. 2. Any one non-compliance will make the credit '0'.			80 (Max)
5.1	Principal	Ref DGS Order 5 of 2013			10
5.2	Vice Principal				10
5.3	Faculty members				20

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)							
1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
5.4	Visiting Faculty						20
5.5	Instructors						20
6	HR Processes	1. Any one non-compliance will make the credit '0'.					350 (Max)
6.1	Faculty student ratio - Practicals	Ref: para 3.1 of DGS Order 2 of 2007					25
6.2	Lab assistant student ratio - Labs	Ref: para 3.1 of DGS Order 2 of 2007					15
6.3	Instructor - student ratio - practicals						35
6.4	Attrition rate of marine faculty (Ratio of the number of full time faculty members left the institute to the average number of permanent faculty in a calendar year)	$\leq 0-10\%$ - 50 pts $\leq 11-25\%$ - 40 pts $\leq 26-50\%$ - 30 pts $\leq 51-75\%$ - 20 pts $\leq 76-85\%$ - 10 pts					50
6.5	Attrition rate of non-marine faculty. (Ratio of the number of full time faculty members left the institute to the average number of faculty in a calendar year)	$\leq 0-10\%$ - 30 pts $\leq 11-25\%$ - 25 pts $\leq 26-50\%$ - 20 pts $\leq 51-75\%$ - 15 pts $\leq 76-85\%$ - 10 pts					30
6.6	Attrition rate of visiting faculty. (Ratio of the number of visiting faculty members left the institute to the average number of visiting faculty in a calendar year)	$\leq 0-10\%$ - 50 pts $\leq 11-25\%$ - 40 pts $\leq 26-50\%$ - 30 pts $\leq 51-75\%$ - 20 pts $\leq 76-85\%$ - 10 pts					50
6.7	Established system for selection & recruitment of faculty	As per QMS.					10
6.8	Average retention period of full time faculty (Total number of years of service of full time faculty members currently with the institute, divided by the total number of permanent faculty)	5 points for each year					30

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)

1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
6.9	Relevant Training & Orientation Programmes for faculty and instructors	Induction training for faculty and instructors relevant to the course					40
6.10	Career Growth of faculty	Feedback from faculty					10
6.11	Professional development programmes of faculty						40
6.12	Duty officer(s) staying in campus	DGS Order 2/2007, Para 3.8. Rotation number of duty personnel, medical facility at night.					15
7	Pedagogy / Teaching process						330 (Max)
7.1	General Effectiveness	By means of (i) independent assessment of classes by RO (ii) Realistic records of internal assessment by HODs (iii) Verification of video recordings of class room proceedings etc. (iv) Student Feedback					20
7.2	Curriculum planning & development	Holistic development of Trainee. Student-faculty/instructor ratio considered. Additional training beyond DGS course curriculum. Eg. Soft skills, simulators, models and equipment.					40
7.3	Updating of Course Contents	Frequency of updates, latest regulations incorporated. Source of update and subsequent update reflected in Lesson plan					30
7.4	In Classroom discipline / monitoring	eg: CCTV Monitoring					20
7.5	Effectiveness of lesson planning	Lesson plan to be verified for each session of the teaching.					30
7.6	Use of teaching aids						
7.6.1	LCD Projectors						20
7.6.2	IMO / allied Training Videos / CBTs						30

III. FACULTY & HUMAN RESOURCE DEVELOPMENT : (Max Credit points: 1500)

1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
7.6.3	Charts & similar teaching aids						20
7.6.4	Working / Scaled down models / cut-sections	eg cut sections of boilers, turbines, fire-extinguishers					30
7.6.5							20
7.6.6	Electronic boards						20
7.7	Use of Modern techniques / Information Technology.	Simulators, PC based simulators for part-task learning, blended learning, animation, multimedia, web applications					30
7.8	Any additional facility worth awarding bonus points.	Eg. Audience Response System, laptops/ tablets for students.					20
8	Research & Development Activities.						120 (Max)
8.1	No of papers submitted in marine journals by faculty of the institute in the preceding 3 yrs.	2 points for each such case with a max of 10 points per faculty					25
8.2	No. of faculty who participated in development a revision of curriculam / syllabus of courses, writing of model courses, trainee record books.	max 5 points per faculty					50
8.3	No of marine related presentations made by faculty of the institute in international / national / regional seminars / conferences in the preceding 3 yrs.	1 point for each such case with a max of 5 points per faculty					25
8.4	No of marine related projects undertaken by the institute in the preceding 3 yrs.	5 points for each such case					20
	Total Points						
	Total Percentage Credits						
	Individual Grade						

IV. STUDENT DEVELOPMENT PROGRAMMES (PERSONALITY & ACADEMIC):

(Max Credit points: 1000)

1	2	3	4	5	6
Sr. No	Head	Details	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Max Credit Points
1	Academics				500 (Max)
1.1	Overall Performance in Final University / Board Examination (last 5 years) (Average first attempt Pass % of students in final exam as applicable)	Average percentage x 100 (rounded off to nearest whole number)			100
1.2	Annual Performance in Final University / Board Examinations (Pass % of students in the last batch passed out)	100% = 200 pts ≥ 50% = 100 pts ≥ 90% = 180 pts ≥ 40% = 80 pts ≥ 80% = 160 pts ≥ 30% = 60 pts ≥ 70% = 140 pts ≥ 20% = 40 pts ≥ 60% = 120 pts ≥ 10% = 20 pts			100
1.3	% marks scored by students from item 1.2 (% of students - gradewise)	Grade A: Distinction (≥75%) Grade B: I Class (≥60%) Grade C: II Class (≥50%)			150
1.4	Efficiency of periodical internal assessments				50
1.5	Efficacy of Development programmes for underperforming students.				100
2	Grooming & Discipline				170 (Max)
2.1	General grooming of cadets in Class rooms / workshops / labs	Eg. Clean and ironed uniform, overalls, polished shoes, name tags, etc.			15
2.2	Various clothing / PPE gear provided by Institute	Eg, uniform, overalls, shoes, safety shoes, working gloves, sports gear, blues, winter clothing, etc.			25
2.3	Physical Training sessions	Daily routine, record to be observed			10
2.4	Use of safety norms / Personnel protection gears in practical classes	eg: helmet, goggles, facemask, gloves, safety shoes, nose mask, apron etc.			10
2.5	Disciplinary committee & records of punitive actions, if any.				10

IV. STUDENT DEVELOPMENT PROGRAMMES (PERSONALITY & ACADEMIC):

(Max Credit points: 1000)

1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
2.6	Anti-ragging measures, counselling sessions	Trainees have regular access to qualified counsellor to address their personal issues on one-to-one sessions					20
2.7	Grievance redressal mechanisms	RO to observe the effectiveness of the redressals.					30
2.8	Effectiveness of ban on Drug / alcohol / Tobacco	Ref. Para 1.15 of DGS Order 2 of 2007					10
2.9	Regimented Training	Eg. Fall-ins, clean-ship, periodical inspection of hostel facilities etc.					10
2.10	Sports Activity	Regular participation of cadets in outdoor / indoor games Sports clubs, grounds / clubs / sports schedule					30
3.	Personality Development Programmes						220 (max)
3.1	Student lead committees	Active students participation and lead taken in institute activities. Eg: Mess Committee, Sports Committee, Cultural Committee, Clean Ship Committee, Discipline Committee, Literary club.					30
3.2	Technical Talent promotion of Cadets	Inter-college Technical Seminars/ techno fest, Technical Paper presentation organised by the Inst. annually & performance of cadets thereof.					20
3.3	Ex-curricular & co-curricular grooming programmes.	Regular participation of cadets in outdoor / indoor games, organisation of various intra-institute cultural events like quiz, Debates and other programmes like swimming. boating, band practices, parade etc.					15

IV. STUDENT DEVELOPMENT PROGRAMMES (PERSONALITY & ACADEMIC):

(Max Credit points: 1000)

1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
4.2	Task Proficiency Demonstration (Practical)	Assorted tasks on hands - on -skill related work like welding /machining, Overhauling etc. At random basis					30
4.3	Task Proficiency Demonstration (Team work)	Assorted tasks accorded as per Random selection like March Past, Guard of honour, Band demonstration, etc.					20
4.4	Demonstration of Exigency handling proficiency	Team exercise by cadets in fire fighting, saving unconscious person, Emergency Drill etc.					35
Total Points							
Total Percentage Credits							
Individual Grade							

V. PLACEMENT RECORDS: (Max Credit points: 5000)							
1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
1	Placement Effectiveness	Ref DGS Order 2 of 2007					600 (Max)
1.1	Dedicated Placement Cell / officer	No. of persons in the team and their activity record.					200
1.2	Sea-berth tie-up with Shipping companies in the current batch OR	MOU with shipping companies. Letters of sponsorship from companies mentioning the cadets names.					200
1.3	Campus selection from shipping companies in the immediate past batch	100% = 200 pts ≥ 50% = 100 pts ≥ 90% = 180 pts ≥ 40% = 80 pts ≥ 80% = 160 pts ≥ 30% = 60 pts ≥ 70% =140 pts ≥ 20% = 40 pts ≥ 60% = 120 pts ≥ 10% = 20 pts					200
2	Placement Record	Ref DGS letter No. TR/POL/8(9)/2010 dated 10.04.2013.					4400 (Max)
2.1	Alumni Association website and interaction with past students and activity building	Active contact with alumni; Contribution and patronizing by alumni					200
2.2	Tracking of trainees for full training period including on board training (record of complete data of passed out trainees for last 5 years until completion of their SSTP)	100% = 800 pts ≥ 50% = 300 pts ≥ 90% = 700 pts ≥ 40% = 200 pts ≥ 80% = 600 pts ≥ 30% = 100 pts ≥ 70% = 500 pts ≥ 20% = 50 pts ≥ 60% = 400 pts					800
2.3	% of passed out trainees who are successfully placed for onboard training from the previous batch passed out between 6 to 12 months back	100% = 1000 pts ≥ 50% = 500 pts ≥ 90% = 900 pts ≥ 40% = 400 pts ≥ 80% = 800 pts ≥ 30% = 300 pts ≥ 70% = 700 pts ≥ 20% = 200 pts ≥ 60% = 600 pts ≥ 10% = 100 pts					1000

V. PLACEMENT RECORDS: (Max Credit points: 5000)								
1	2	3		4		5		6
Sr. No	Head	Details		Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
2.4	% of passed out trainees who are successfully placed for onboard training from previous batches passed out between 12 to 24 months back	100% = 1000 pts ≥ 90% = 900 pts ≥ 80% = 800 pts ≥ 70% = 700 pts ≥ 60% = 600 pts	≥ 50% = 500 pts ≥ 40% = 400 pts ≥ 30% = 300 pts ≥ 20% = 200 pts ≥ 10% = 100 pts					1000
2.5	% of passed out trainees who are successfully placed for onboard training from previous batches passed out between 24 to 36 months back	100% = 500 pts ≥ 90% = 450 pts ≥ 80% = 400 pts ≥ 70% = 350 pts ≥ 60% = 300 pts	≥ 50% = 250 pts ≥ 40% = 200 pts ≥ 30% = 150 pts ≥ 20% = 100 pts ≥ 10% = 50 pts					500
	No. of candidates passed MEO CI IV within 3 years or II-Mates (or equivalent) within 5 years of passing out from the institute.	100% = 600 pts ≥ 90% = 550 pts ≥ 80% = 500 pts ≥ 70% = 450 pts ≥ 60% = 400 pts	≥ 50% = 350 pts ≥ 40% = 300 pts ≥ 30% = 250 pts ≥ 20% = 200 pts ≥ 10% = 100 pts					600
	No. of candidates obtained Rating Watchkeeping COP within 3 years of passing out from the institute.	100% = 300 pts ≥ 90% = 270 pts ≥ 80% = 240 pts ≥ 70% = 210 pts ≥ 60% = 180 pts	≥ 50% = 150 pts ≥ 40% = 120 pts ≥ 30% = 90 pts ≥ 20% = 60 pts ≥ 10% = 30 pts					300
	Total Credit Points							
	Total Percentage Credits							
	Individual Grade							

VI. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 500)

1	2	3	4	5	6
Sr. No	Head	Details	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Max Credit Points
1	Quality Management System				50 (Max)
1.1	Valid Quality Certification as per ISO or equivalent standard in addition to CIP.				10
1.2	Overall maintenance of Quality System				5
1.3	Management Review & Follow-up				5
1.4	Internal audits & Corrective Actions	Thorough and effective internal audits done by qualified internal auditor and corrective actions monitored for its effectiveness.			10
1.5	Non-conformity records & Corrective Action	This should include both a running defect list and a process Non-Conformity list.			10
1.6	Customer Feed-back & Follow-up				10
2	Feed Back Analysis				180 (Max)
2.1	Student Feed-back on faculty	1. Very good- 5 Pts for every 10% 2. Good- 3 Pts for every 10% 3. Poor/ Unsatisfactory-(-5) Pts for every 10%			50
2.2	Student feed-back on learning environment and teaching facility infrastructure	1. Very good- 5 Pts for every 10% 2. Good- 3 Pts for every 10% 3. Poor/ Unsatisfactory-(-5) Pts for every 10%			40
2.3	Student feedback on accomodations, catering, campus facility	1. Very good- 5 Pts forevery 10% 2. Good- 3 Pts for every10% 3. Poor/ Unsatisfactory-(-5) Pts for every			40
2.4	Recruiter's feedback on ex-cadets.	1. Very good- 5 Pts for every 10% 2. Good- 3 Pts for every 10% 3. Poor/ Unsatisfactory-(-5) Pts for every 10%			30
2.5	SSTP monitoring of trainees on board training and training records (book), where applicable.				20
3	Documentation				100 (max)

VI. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 500)

1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
3.1	Maintenance of Daily Log	Ref. Para 4.14 of DGS Order 2 of 2007					10
3.2	Maintenance of Records of Certificates issued	Traceability, authenticity confirmation etc.					10
3.3	Attendance Registers of students / Faculty	Swipe card, biometric system of attendance.					10
3.4	Examination Records	Retention of answer sheets, Internal assessment records etc., as per the procedures.					10
3.5	Master Time table & Lecture hours of faculty						10
3.6	Records of Fees Collected. Transparency in fees collections	Ref para 4.20 of DGS order 2 of 2007					10
3.7	Regular payment of fee share to the Government	Ref para 4.23 of DGS Order 2 of 2007					5
3.8	Promptness of intimation admission details to DGS / INDOS / Shipping Master	Ref Para. 4.15.1 of DGs Order 2 of 2007					5
3.9	Promptness of information uploaded on E-Samundra	Ref Para. 4.15.2 of DGs Order 2 of 2007					5
3.10	Periodical returns to DGS	Ref Para 1.18 of DGS Order 2 of 2007					5
3.11	Cadet's File	Individual cadet file containing personal details of the Cadet, his progress report in the MTI					5
3.12	DGS Orders/ Circulars /Instructions	Whether implemented through internal circulars / instruction on the curricular / co-curricular activities					5
3.13	Overall record keeping & Traceability of documents						10
4	Management						90 (Max)

VI. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 500)

1	2	3	4		5		6
Sr. No	Head	Details	Institute Comments & Credit Points claimed		RO's Remarks & assigned Credit Points		Max Credit Points
4.1	Quality of management Board	Profile of board, frequency of meetings, attendance of meetings, process of review & assessment etc.					5
4.2	Experience & track record of management & promoter	Years of experience in training & education, Significance of maritime training in overall business portfolios, structure of ownership etc.					5
4.3	Track record of Institute	No. of years in maritime training, number of batches, geographical spread etc.					15
4.4	Financial performance & sustainability	Income composition, Profitability, surplus cash generated & its utilisation etc.					10
4.5	Employee welfare measures	Whether all employees permanent or on contract basis, PF, Gratuity, Medical etc.					15
4.6	Corporate Social Responsibility (CSR) Activities	Other than the activities directly related with the development of the Institute.					10
4.7	Training Institute promoted by any Shipping companies	Promoted / Managed by ship owning / ship management company		YES/NO			20
4.8	Training Institute promoted / associated with any shipyard.			YES/NO			10
5	Process Quality						30 (Max)
5.1	Strategic alliances with other training colleges (national & international)						10
5.2	Association with international bodies or other accreditation organizations.						10
5.3	Institute affiliated with any Central / State University			YES/NO			5
5.4	Institute approved by AICTE.			YES/NO			5

VI. OVERALL PERFORMANCE & MANAGEMENT (Total Credit Points: 500)

1	2	3	4	5	6
Sr. No	Head	Details	Institute Comments & Credit Points claimed	RO's Remarks & assigned Credit Points	Max Credit Points
6	Participation in improvement of M.E.T.				50 (Max)
6.1	Participation as Member of training committee(s) of DGS/IMU				10
6.2	Participation in the development of course guidelines & syllabus, Model courses, SSTP				10
6.3	Institute faculty Participation in MMD Oral Examinations as External Faculty				10
6.4	Assisted in preparation of exam question papers				10
6.5	Assisted in correction of exam answer scripts				10
	Total Points				
	Total Percentage Credits				
	Individual Grade				

VII. TOTAL CREDIT POINTS & FINAL GRADATION						
1	2	3		4	5	6
	Details of Category	Max Credit Points		Course :	Percentage Credit	GRADE
		Base	%	Accrued Credit Points		
		1500	15			
I	Infrastructure facility maintenance & ambience	500	5			
II	Student intake quality	1500	15			
III	Faculty & Quality of Training imparted	1000	10			
IV	Student Development Programmes (Personality & Academics)	5000	50			
V	Placement Records	500	5			
VI	Overall Performance & Management	10000	100			
	Total					

- Each Course is to be assigned Total Marks and Grading individually, after assessing the applicable areas separately. However for 'Overall Grading', average of these points need to be considered.
- The Total of 6 sections are grouped into:
 - Infrastructure and Management (Section I, II, VI) - total 2500 points
 - Quality of Education and Training (Section III, IV) - total 2500 points
 - Placement for Shipboard Training (Section V) - total 5000 points
- Certificate Issued by R. O. shall give Grade and Percentage score for each of the Groups A, B, C. This grading and percentage score shall be given separately for each course conducted with a final Overall grading and total score.
- DGS website shall also show the grade (and percentage score) for each of the Groups A, B, C and for each course separately.

GENERAL PARTICULARS	MAX CREDIT POINT	MAX CREDIT %	ACCURED CREDIT POINT					PERCENTAGE CREDIT					GRADE
	NA		A	B	C	D	E	A	B	C	D	E	
COURSES													
GROUP A: Infrastructure and Management (Section I, II, VI)	2500	25%											
1. Infrastructure Facility maintenance and nautical Science ambience	1500	15%											
2. Student Intake Quality	500	5%											
3. Overall Performance and Management	500	5%											
TOTAL	2500												
GROUP B: Quality of Education and Training (Section III, IV)	2500	25%											
4. Faculty and Quality of Training Imparted	1500	15%											
5. Student Development Programmes (Personality and Academics)	1000	10%											
TOTAL	2500												
GROUP C: Placement for Shipboard Training (Section V)	5000	50%											
6. Placement Records	5000	50%											
GRAND TOTAL	10000												
INSTITUTE'S TOTAL AVERAGE GRADING			Total Accrued Credit points XXXXX out of 10000 =					%	Grade =				

Note: Pre-sea Courses

- A. 3 years B. Sc Nautical Science
- B. 1 Year Diploma in Nautical Science (DNS)
- C. 4 Years Marine Engineering Degree Course (BE Marine)
- D. 1 Year Marine Engineering Course for Graduates (GME)
- E. 4 Months ETO course
- F. GP Ratings
- G. CCMC